![W] **WESTERN NEVADA COLLEGE**

Start Here - Go Anywhere
Academic Guide
Fall 2012-Summer 2013

www.wnc.edu

Academic Programs - *to fit your needs*

Western Nevada College offers academic degrees and programs to meet a variety of educational goals. You may wish to learn technical skills or work a toward career or, you may be preparing for transfer to a four-year college or university. A number of one-year certificates are also offered in technical areas. Inside you will find specific information about each degree or certificate. WNC is here to help you make important decisions about your future, and to prepare for success!

Tip

CHECKLIST FOR SUCCESS...
— APPLY FOR ADMISSION
— TAKE PLACEMENT TESTS
— MEET WITH A COUNSELOR
— APPLY FOR FINANCIAL AID
— REGISTER FOR CLASSES
— ATTEND AN ORIENTATION
— PAY BY THE DEADLINE

INFORMATION
775-445-3000 • www.wnc.edu

START HERE -

Transfer Degrees

TRANSFER PROGRAMS & EMPHASES

WNC attracts a large number of students who plan to earn a baccalaureate degree from another four-year college or university. They elect to begin their college education at WNC for many reasons, including lower tuition costs, smaller class sizes, flexible class times, and a personalized learning environment.

The Associate of Arts and Associate of Science degrees are primarily for the student who plans to transfer from WNC to a four-year college or university to pursue a baccalaureate degree in liberal arts, sciences, humanities, math or related areas.

These programs of study can provide the first one or two years of a four-year degrees. Students can choose courses that will apply to their desired major.

Associate of Arts
- Criminal Justice Emphasis
- Deaf Studies Emphasis

Associate of Science

Start Here-Go Anywhere
-
How WNC Courses Transfer
wnc.edu/academics/catalog/transfer/

Tip

CHECKLIST FOR SUCCESS...
Students who plan to transfer should work closely with a WNC counselor and also keep in contact with their intended transfer institution.

Prepare for these areas of study

ASSOCIATE OF ARTS DEGREE
- Accounting
- Anthropology
- Art
- Art History
- Communication Studies
- Community Health Sciences
- Criminal Justice
- Economics
- English
- Environmental Science
- Forest Management & Ecology
- French
- General Business
- Geography
- History
- Human Development
   & Family Studies
- Information Systems
- Integrated Elementary Teaching
- International Affairs
- International
   Business
- Journalism
- Management
- Marketing
- Music
- Music Education
- Music: Applied
- Nursing
- Philosophy
- Political Science
- Psychology
- Rangeland Ecology
   & Management
- Secondary Education
- Social Work
- Sociology
- Spanish
- Speech Pathology
- Theatre
- Veterinary Science
- Women's Studies

ASSOCIATE OF SCIENCE DEGREE
- Atmospheric Science
- Biochemistry
   & Molecular Biology
- Biology
- Biotechnology
- Chemical Engineering
- Civil Engineering
- Computer & Information
   Engineering
- Computer Science
- Ecohydrology
- Electrical Engineering
- Engineering Physics
- Environmental Engineering
- Environmental Science
- Finance
- Geological Engineering
- Geology
- Geophysics
- Hydrogeology
- Materials Science
   & Engineering
- Mathematics
- Mechanical Engineering
- Mining Engineering
- Neuroscience
- Nutrition
- Physics
- Wildlife Ecology
   & Conservation

CAREERS
MAJORS

Career Degrees

OCCUPATIONAL PROGRAMS & EMPHASES

WNC offers two-year career preparation programs in many areas. Students learn technical skills that lead to jobs and earn a two-year Associate of Applied Science degree. Choose from many career areas.

A four-year Bachelor of Technology degree in Construction Management is also available to help students climb a career ladder from learning basic construction skills, to becoming a construction manager.

Bachelor of Technology Degree
• Construction Management

Associate of Applied Science Degree
• Accounting
• Automotive Mechanics
• Business
• Computer Technology - Computer & Office Technology
• Computer Technology - Computer Networking Technology
• Construction Technology, Construction Project Management
• Criminal Justice, Law Enforcement/Academy
• Graphic Communications
• Information Technology
• Machine Tool Technology
• Management
• Nursing
• Welding Technology

Tip

SUCCEED WITH ONLINE CLASSES ...

Are you ready for an online class? Online and hybrid classes are delivered using the internet. These courses are not faster or easier than in-person classes, nor are they self-paced. Answer these questions truthfully…

• Are you self-motivated?
• Is your reading comprehension good?
• Do you have strong computer skills?
• Do you feel OK about missing the social elements in the classroom?
• Do you own a computer?
• Do you have high speed internet service?

CAREERS
APPLIED DEGREES

Skill Development

Associate of General Studies Degree
This general degree fits a wide variety of needs. See a counselor for details.

Certificate of Achievement
One-year academic programs that provide specific career skills.
- American Sign Language
- Automotive Mechanics
- Bookkeeping
- Business
- Computer Technology, Network Support Technician
- Computer Technology, System Administration Technician
- Criminal Justice, Law Enforcement/Academy
- Criminal Justice, 9-1-1 Dispatch Telecommunications
- Early Childhood Education
- Graphic Communications
- Machine Tool Technology
- Retail Management
- Welding Technology

Workforce Certifications
- 9-1-1 Dispatch Training
- Automotive Service Excellence
- Bookkeeping
- Certified Inspector of Structures
- Certified Nursing Assistant
- Cisco Certified Networking Associate
- CompTIA Security+
- Emergency Medical Services
- Microsoft Certified Technology Specialist
- Microsoft Certified IT Specialist
- Phlebotomy/Venipuncture
- Teacher Education
- Welding Certification
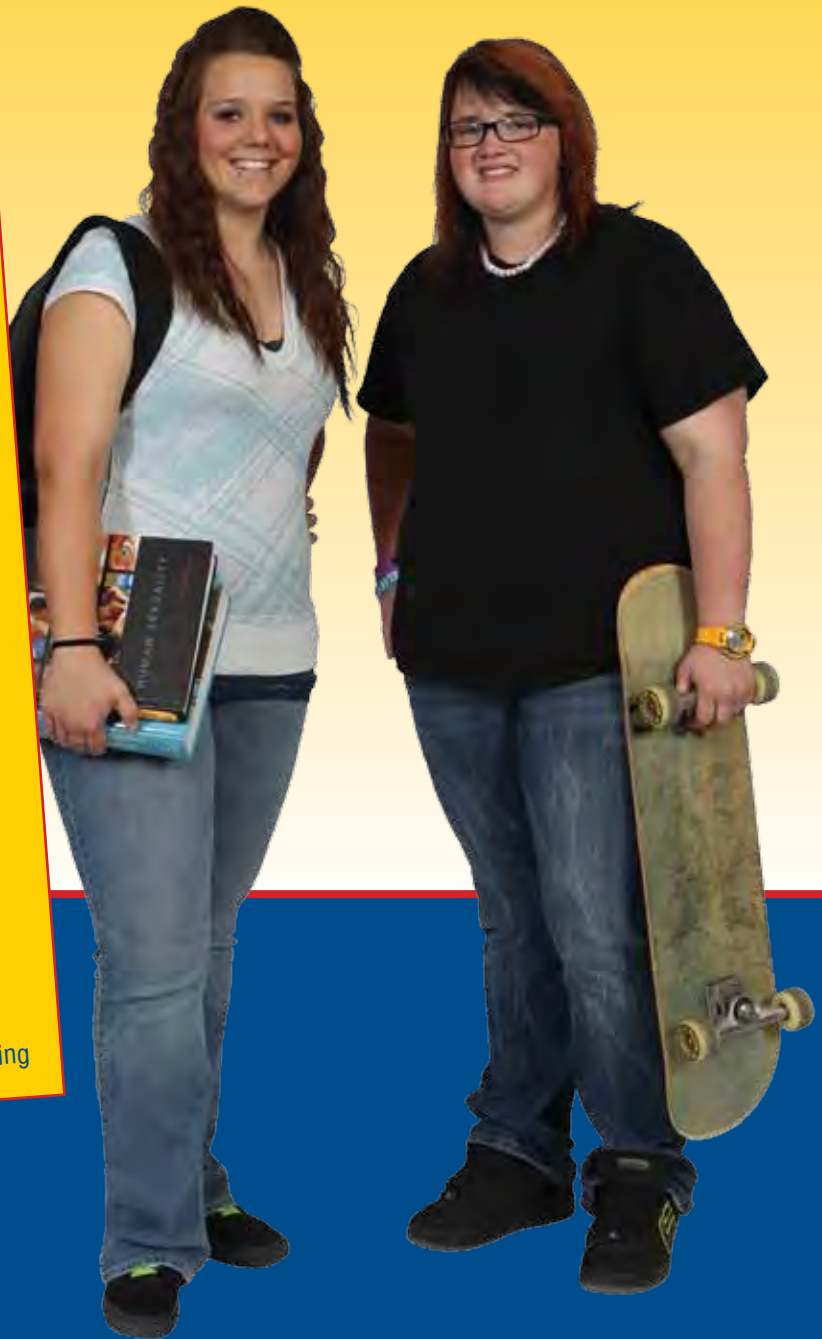- Western Nevada State Peace Officer Academy

CAREERS

CERTIFICATIONS

Tip

STEPS ALONG THE WAY...

Choose the items below that pertain to you.
(You may not need all of these)

_____ See a counselor

_____ Develop an educational plan

_____ Visit the Student Center at WNC Carson

_____ Get a free planner & an ID card

_____ Sign up for a Fitness Center membership in
the Student Center

_____ Apply early for financial aid
www.wnc.edu/studentservices/financial

_____ Apply for scholarships by April 1 each year
www.wnc.edu/studentservices/financial

_____ Arrange for child care, if needed

_____ Join a student organization

_____ Visit Veterans Services located in the
Financial Aid office

_____ Use the library

_____ Visit the Academic Skills Center for FREE tutoring

- GO ANYWHERE

Find What You Need

NON-DISCRIMINATION STATEMENT _____

WNC is guided by the principle that there shall be no difference in the treatment of persons because of race, religion, color, age, gender, including a pregnancy-related condition, sexual-orientation, military status or military obligations, disability, including veterans with service-connected disabilities, or national origin, and that equal opportunity and access to facilities shall be available to all. Similarly, there shall be no difference in the treatment of persons who file charges of discrimination, participate in a discrimination proceeding, or otherwise oppose discrimination. It is our policy to comply fully with the non-discrimination provision of all state and federal regulations with regard to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation.

COLLEGE MISSION _____

Western Nevada College inspires success in our community through opportunities that cultivate creativity, intellectual growth and technological excellence, in an environment that nurtures individual potential and respects differences.

COLLEGE GOALS_____

1. Student Success
    • WNC students graduate with a degree or certificate
    • WNC students engage in the college experience
2. Institutional Excellence
    • WNC is the educational institution of choice in western Nevada
    • All academic programming is of the highest quality
    • All support programs and services meet the needs of the WNC community
    • WNC has an exemplary system of governance and management
    • WNC strives for institutional sustainability
3. One College Serving Many Communities
    • WNC promotes access to higher education in western Nevada
    • WNC serves as a catalyst for personal and community enrichment
    • WNC promotes community connections

GENERAL EDUCATION

General Education is an essential element of all degree programs and certificates of achievement offered at WNC. These courses seek to provide students with critical skills that will benefit them in their personal and professional lives. All courses used to fulfill general education requirements should specify the specific general education student learning outcomes that are relevant to the course.

GENERAL EDUCATION - Mission & Outcomes

Mission: The mission of general education at WNC is to provide students who complete degrees and certificates of achievement with critical life skills that will benefit them in their personal and professional endeavors.

Student Learning Outcomes: Students who complete a degree at WNC are expected to demonstrate:

- college-level skills in reading, writing and oral communication appropriate to their degree and/or emphasis.
- appropriate college-level mathematical skills.
- problem solving, creative and critical thinking skills.
- effective and efficient learning skills, including the location and evaluation of information.
- knowledge of the basic principles and processes of government at local, state and national levels.
- an understanding of the methods of science and the role of science and technology in the modern world.
- an understanding of the methods of social science principles and their application in social and civic engagement.
- an understanding of fine arts or performing arts.
- an understanding of the importance of cultural traditions, diversity and ethics in the modern world.

Students completing a certificate of achievement at WNC are expected to demonstrate appropriate communication, computational and human relations skills.

TRANSFER DEGREES
Associate of Arts • Associate of Science

WNC students may select a course of study which enables them to complete some or all of the lower division requirements for a four-year degree from the list of transfer programs at the University of Nevada, Reno, University of Nevada, Las Vegas, Nevada State College or other schools. Recent surveys of WNC students show they have transferred to colleges throughout the country including: UNR; UNLV; Nevada State College; Southern Utah University; University of New Mexico; Arizona State University; California State University, Sacramento; University of California at Berkeley; University of Kentucky; University of Southern California; Truckee Meadows Community College; University of Phoenix; Cosumnes River College-Los Rios; Lake Tahoe Community College; Great Basin College, Salt Lake Community College, and many more.

Every year, large numbers of WNC students successfully transfer to other schools. Each school has its own specific requirements and recommended electives for its various degrees. Community college students who plan to transfer to the University of Nevada, Reno, University of Nevada, Las Vegas or Nevada State College and who did not complete the university entrance requirements in high school must complete a minimum of 24 transferable units with a minimum 2.5 grade point average. *Students who earn an Associate of Arts or Associate of Science degree will be admitted to an NSHE university or state college regardless of their grade point average.*

SPOTLIGHT

CURTIS BLACKWELL
new ambitions... looking ahead

After working for two decades in the fulfillment of government defense contracts, Curtis Blackwell's search for a new profession took him in many directions. Since his aerospace career ended, Blackwell has worked in landscaping, construction and retail for the past 10 years.

A visit to the WNC Douglas campus in the fall of 2010, however, changed his career thinking. Looking for information about a local Toastmasters International club, Blackwell soon realized that going back to school was in his best interest.

"I was unemployed, evicted from my apartment and without transportation," Blackwell said. "I wandered onto the campus to see if I could find a Toastmasters meeting in the area because I wanted to pursue public speaking. The staff asked if I was a student; I replied that I was not. They immediately signed me up, and I began attending WNC one week later. I have gratefully attended ever since."

Now the Gardnerville resident has an interest in public service and is working toward his Associate of Arts degree at WNC with a focus on communications and political science. Since enrolling at WNC, Blackwell has become part of the Associated Students of

Western Nevada, served as a student representative, and will serve as the student body President during 2012-2013. He has also landed an internship with the Builders Association of Northern Nevada, and maintained a 4.0 grade-point average. Blackwell is a member of the Phi Theta Kappa Honor Society, and has arranged an internship at the Nevada State Legislature for the spring of 2013.

"We have here at Western Nevada College the best faculty and professors combined with outstanding students", he said. "Taken together, I believe that this makes Western Nevada College the best college in the state of Nevada."

Upon graduating from WNC, Blackwell intends to transfer to the University of Nevada, Reno to pursue a bachelor's degree in public administration or international affairs. "My goal is to serve the public and eventually run for public office," he said.

Associate of Arts

The Associate of Arts degree is primarily for students planning to transfer with junior standing to a four-year college or university for a baccalaureate degree. Satisfactory completion of an AA degree guarantees completion of the lower division general education requirements at UNR, UNLV or NSC. Students intending to transfer to other schools should see a counselor or follow the catalog of the transfer school.

Programs and areas of study offered at WNC include :
• Criminal Justice   • Deaf Studies

SPOTLIGHT

BRITTANY ESPOSITO
a sister's experience . . .

The mentoring of an older sister, and the desire to be a role model to a younger sibling helped inspire Brittany Esposito to attend Western Nevada College. Esposito, who is pursuing an Associate of Arts degree at the Fallon Campus, enrolled at WNC after encouragement from sister Nicole.

"She graduated from WNC with her AA almost two years ago and encouraged me to take courses," Esposito said. "I chose WNC because it was convenient, close to home, and staff and instructors were friendly and willing to answer my initial questions."

Esposito said she feels a responsibility to complete her degree. "I come from a large family," said Esposito, who graduated from Churchill County High School in 2006. "I want to show my little sisters that with a little hard work and effort, anyone can successfully graduate college. I want to prove to my friends and family that even though we weren't rich growing up, it is possible to make something of myself," Esposito said.

In addition to working toward her AA degree, Esposito is serving as a support specialist on the Fallon campus. "I do any task that is required as a secretary," she said. "I love helping students follow through with the necessary steps to begin college."

Her own college progression also is gratifying. "The knowledge I have gained has been the most uplifting aspect of attending college," she said. "I know I am learning to help myself succeed in the future."

Esposito is undecided on a field of study but several careers intrigue her. "Teaching young children, criminal justice work and business ventures are all interests."

Associate of Arts

A TRANSFER DEGREE

Courses with a number under 100 (such as ENG 95) are not applicable toward the Associate of Arts degree. All courses to be counted toward this degree must be university transferable. Courses that are not transferable to an NSHE institution do not apply torwards an Associate of Arts degree and are indicated as a nontransferable course attribute in the myWNC course catalog. A maximum of six units of special topics classes in one subject area may apply toward any WNC degree.

Note: See a counselor for the most up-to-date information about transferring to any other school.

ASSOCIATE OF ARTS DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 units chosen from the following:

ENGLISH/COMMUNICATIONS REQUIREMENTS - 6–8 units.
English: 100 or 101, 102

FINE ARTS REQUIREMENT - 3 units.
Art: 100, 101*, 124, 160, 224, 260, 261
Dance: 101
Humanities: 101
Music: 111, 121, 124, 125, 134
Music: Ensemble: 101*
Theatre: 100, 105*, 180
* Course may not meet the fine arts requirement at all universities. Please see a counselor.

HUMANITIES REQUIREMENT - 6 units.
Core Humanities: 201, 202
English: 200, 223, 250, 261, 266, 267, 271, 275
History: 105, 106, 207, 247
Philosophy (except for PHIL 102, 114)

MATHEMATICS REQUIREMENT - 3 units.
Mathematics: 120, 126, 127, 128, 176, 181, 182, 283, 285
Statistics: 152

SCIENCE REQUIREMENT - 6 units.
One lab science course recommended.
Anthropology: 102, 110L
Astronomy: 109, 110, 120
Atmospheric Sciences: 117
Biology: 100, 113, 190 & 190L, 191 & 191L, 200
Chemistry: 100, 121, 122
Environmental Studies: 100
Geology: 100, 101, 102, 103, 105, 127, 132, 201
Geography: 103, 104
Nutrition: 121
Physics: 100, 151, 152, 180 & 180L, 181 & 181L, 182 & 182L

SOCIAL SCIENCES REQUIREMENT - 3 units.
Choose from the following list.
Anthropology: 101, 201, 202, 210, 212
Core Humanities: 203
Criminal Justice: 101, 102, 220, 230, 270
Economics: 100, 102, 103
Geography: 106, 200
History: 101, 102, 111, 217, 295
Journalism: 101
Political Science: 103, 105, 108, 208, 231, 295, 299
Psychology (except for PSY 210)
Social Work: 220
Sociology (except for SOC 210)

U.S. & NEVADA CONSTITUTION REQUIREMENTS - 3 or 6 units.
Must meet both requirements. Choose from:
Core Humanities: 203
History: 111
History: 101 & 102
History: 101 & 217
Political Science: 103
History and Political Science Combination (History 101 and Political Science 208)

TRANSFER REQUIREMENTS OR GENERAL ELECTIVES - 25–30 units.
Students should utilize this area to take courses that meet requirements for their major at their intended transfer school. Those who have not yet selected a major may choose from among any university transferable courses to explore their options. Students planning to transfer to the University of Nevada, Reno should obtain a transfer handout from WNC Counseling Services or the UNR Transfer Center.

ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE DEGREES - Mission & Outcomes

MISSION: The purpose of the Associate of Arts and Associate of Science degrees is to provide the academic knowledge and skills for successful transfer to meet higher educational goals.
STUDENT LEARNING OUTCOMES: Students who complete either an Associate of Arts or an Associate of Science degree at WNC are expected to demonstrate that they:
- have met the general education student learning outcomes.
- know the subject matter appropriate to the emphasis of the degree.
- can succeed at their transfer institutions.

CRIMINAL JUSTICE
Associate of Arts Degree

The Criminal Justice transfer degree is an Associate of Arts degree for students who are planning to transfer to the University of Nevada, Reno, the University of Nevada, Las Vegas, or any other four-year institution.

Salary: $54,700–$91,510 / year (Nevada)
Career Outlook: Depends on specialization; demand is strong for investigators & detectives in a security conscious society
Good To Know: Must enforce laws, gather facts & evidence; may also work with the public
WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 60 units

Program Requirements		21–24 Units
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 106	Introduction to Corrections	3
or CRJ 211	Police in America	
CRJ 164	Principles of Investigation	3
CRJ 222	Criminal Law and Procedure	3-6
or CRJ 220	Criminal Procedures	
& CRJ 230	Criminal Law	
CRJ 225	Criminal Evidence	3
CRJ 270	Introduction to Criminology	3

General Education Requirements	36–39 Units
English/Communications Requirements: *ENG 101&102 Required*	6
Fine Arts Requirement	3
Humanities Requirement	6
Mathematics Requirement	3
Science Requirement	6
Social Sciences Requirement	3
U.S. and Nevada Constitution Requirements	3
General Electives	6–9

Recommended: ANTH 101, CPD 116, CPD 117, PSY 101, PSY 233, PSY 234, PSY 280, SOC 101, SW 230 , up to eight units of Spanish courses

A list of all courses filling general education requirements for the Associate of Arts can be found on the Associate of Arts page.

CRIMINAL JUSTICE - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
CRJ 101	3 ☐	CRJ 225	3 ☐
CRJ 106 or CRJ 211	3 ☐	CRJ 270	3 ☐
ENG 101	3 ☐	Program Electives	3 ☐
General Education Courses	6 ☐	General Education Courses	6 ☐

SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
CRJ 102	3 ☐	CRJ 222	3 ☐
CRJ 164	3 ☐	Program Electives	3 ☐
Program Electives	3 ☐	General Education Courses	9 ☐
ENG 102	3 ☐		
General Education Courses	3 ☐		

ASSOCIATE OF ARTS - CRIMINAL JUSTICE - Mission & Outcomes

Mission: The purpose of the Associate of Arts degree is to provide the academic knowledge and skills for successful transfer to meet higher educational goals.

Student Learning Outcomes: Students who complete their Associate of Arts degree in Criminal Justice are expected to demonstrate that they can
- Meet the general education requirements of WNC
- Maintain proper professional attitude for law enforcement
- Articulate the legal requirements of search and seizure
- Recognize and evaluate criminal law
- Process crime scenes
- Analyze theories for committing crimes
- Maintain vocabulary necessary for criminal justice
- Have an acute awareness of cultural diversity
- Maintain crime scenes

TIP: WNC also offers . . .

Associate of Applied Science - Law Enforcement Academy • *See page 21*

Certificate of Achievement - Law Enforcement • *See page 34*

Certificate of Achievement - 911 Dispatch Telecommunications • *See page 34*

DEAF STUDIES
Associate of Arts Degree

The Deaf Studies degree will prepare students for transfer to a bachelor's program/degree in Deaf Studies or a related academic field. Courses will help students develop knowledge about American Sign Language, cultural impacts related to being deaf or hard of hearing, and the state of Nevada statutory regulations which govern interpreting.

Salary: $36,180–$75,100 / year (Nevada)
Career Outlook: Faster than average growth
Good To Know: Interpreters may be paid by the day, often by the courts, schools or health care facilities. New laws may require more interpreters.
WNC Academic Division: Communication and Fine Arts

Total Requirements: 60 units

Program Requirements		24 Units
AM 145	American Sign Language I	4
AM 146	American Sign Language II	4
AM 147	American Sign Language III	4
AM 148	American Sign Language IV	4
AM 151	Fingerspelling I	1
AM 152	Fingerspelling II	1
AM 153	Deaf Culture	3
AM 154	Deaf History	3

General Education Requirements	36 Units
English/Communications Requirements: ENG 101, ENG 102	6
Fine Arts Requirement: *Recommended: THTR 105*	3
Humanities Requirement	6
Mathematics Requirement: MATH 120 or higher	3
Science Requirement	6
Social Sciences Requirement	3
U.S. and Nevada Constitution Requirements	3
General Electives	6

A list of all courses filling general education requirements for the Associate of Arts can be found on the Associate of Arts page.

DEAF STUDIES - Suggested Course Sequence

FIRST SEMESTER	Completed		THIRD SEMESTER	Completed
AM 145	4 ☐		AM 147	4 ☐
General Education Courses	12 ☐		AM 151	1 ☐
			AM 154	3 ☐
SECOND SEMESTER	Completed		General Education Courses	6 ☐
AM 146	4 ☐			
AM 153	3 ☐		FOURTH SEMESTER	Completed
General Education Courses	9 ☐		AM 148	4 ☐
			AM 152	1 ☐
			General Education Courses	9 ☐

ASSOCIATE OF ARTS - DEAF STUDIES & AMERICAN SIGN LANGUAGE CERTIFICATE OF ACHIEVEMENT - Mission & Outcomes

Associate of Arts Mission: The mission of the Western Nevada College Deaf Studies A.A. Degree Program is to provide quality education to students, thus developing their comprehensive expressive/receptive skills in American Sign Language, fingerspelling fluency and knowledge of the history and culture of people who are deaf or hard of hearing. Students are provided a strong foundation in which to enter numerous high-demand professional fields that provide services to deaf or hard of hearing people.

Certificate of Achievement Mission: The mission of the Western Nevada College American Sign Language Certificate of Completion Program is to provide quality education to students, thus developing their comprehensive expressive/receptive skills in American Sign Language, fingerspelling fluency and general knowledge of deafness. Students are provided a linguistic foundation in which to enter numerous high-demand professional fields that provide services to deaf or hard of hearing people.

Student Learning Outcomes: Upon completing the Deaf Studies Associate of Arts program and/or American Sign Language Certificate of Achievement students will be able to:

- Produce basic expressive/receptive sign language communicative skills
- Demonstrate appropriate ASL linguistic and grammatical structure in signing
- Demonstrate functional language aptitude in American Sign Language
- Produce basic expressive/receptive signing of personal heredity and cultural traditions
- Produce basic expressive/receptive signing of biographic and autobiographic events
- Produce basic expressive/receptive signing of number systems - functional & abstract
- Produce basic expressive/receptive signing of major life activities and special occasions
- Demonstrate knowledge of linguistic, cultural, educational and social aspects of people who are deaf or hard of hearing
- Demonstrate basic knowledge of historical, political, audiological, educational and linguistic in relation to the history of people who are deaf or hard of hearing
- Demonstrate basic fluency in receptive and expressive pragmatics and production of fingerspelling in ASL

TIP: WNC also offers . . .

Certificate of Achievement - American Sign Language • *See page 31*

Associate of Science
A TRANSFER DEGREE

The Associate of Science degree is designed to help students use the methods of observation, analysis and logic by which we understand the mathematical, biological and physical nature of the world. The AS degree allows early choices for those planning a professional life in mathematics, science, engineering, medicine or agriculture. The AS degree is primarily for the student who plans to transfer with junior standing to a four-year college or university for a baccalaureate degree. Satisfactory completion of an AS degree guarantees completion of the lower division general education requirements at UNR, UNLV or NSC. Students intending to transfer to other schools should see a counselor or follow the catalog of the transfer school.

Courses with a number under 100 (such as ENG 95) are not applicable toward this degree. All courses counted toward this degree must be university transferable. Courses that are not transferable to an NSHE institution do not apply towards an Associate of Science degree and are indicated as a non-transferable course attribute in the myWNC course catalog.

A maximum of six units of special topics classes in one subject area may apply toward any WNC degree.

Note: See a counselor for the most up-to-date information about transferring to any other institution.

ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 units chosen from the following:

ENGLISH/COMMUNICATIONS REQUIREMENTS - 6–8 units.
English: 100 or 101, 102

FINE ARTS REQUIREMENTS - 3 units.
Art: 100, 101*, 124, 160, 224, 260, 261
Dance: 101
Humanities: 101
Music: 111, 121, 124, 125, 134
Music: Ensemble: 101*
Theatre: 100, 105*, 180
Course may not meet the Fine Arts requirement at all universities. Please see a counselor.

HUMANITIES REQUIREMENTS - 6 units.
Core Humanities: 201, 202
English: 200, 223, 250, 261, 266, 267, 271, 275
History: 105, 106, 207, 247
Philosophy (except for PHIL 102, 114)

MATHEMATICS REQUIREMENTS - 6 units.
Math 181 or higher required.
Mathematics: 126, 127, 128, 176, 181, 182, 283, 285
Statistics: 152

SCIENCE REQUIREMENTS - 12 units.
A minimum of 6 credits must be chosen from Group A and/or Group B:
Group A:
Biology: 190 & 190L, 191 & 191L
Chemistry: 121, 122
Geology: 101, 103
Physics: 151, 152, 180 & 180L, 181 & 181L, 182 & 182L
Group B:
Anthropology: 102, 110L
Astronomy: 109, 110, 120
Atmospheric Sciences: 117
Geography: 103, 104

Group C:
Biology: 200, 223, 224, 251
Chemistry: 220
Computer Engineering: 201
Computer Science: 135, 202
Engineering Science: 100
Geology: 105
Mechanical Engineering: 241, 242

SOCIAL SCIENCES REQUIREMENTS - 3 units.
Anthropology: 101, 201, 202, 210, 212
Core Humanities: 203
Criminal Justice: 101, 102, 220, 230, 270
Economics: 100, 102, 103
Geography: 106, 200
History: 101, 102, 111, 217, 295
Journalism: 101
Political Science: 103, 105, 108, 208, 231, 295, 299
Psychology: 101, 102, 130, 233, 234, 240, 241, 261, 290, 299
Social Work: 220
Sociology: 101, 102, 202, 205, 261, 275

U.S. & NEVADA CONSTITUTION REQUIREMENTS - 3 or 6 units.
Must meet both requirements. Choose from:
Core Humanities: 203
History: 111*
History: 101* & 102*
History: 101* & 217*
Political Science: 103*
History & Political Science Combination (History 101*, and Political Science 208*)
These courses will not fulfill UNR's CH 203 requirement if taken after the student has been admitted and enrolled at UNR.

TRANSFER REQUIREMENTS AND ELECTIVES - 16 -21 units.
Students should utilize this area to take courses that meet requirements for their major at their intended transfer school. Those who have not yet selected a major may choose from among any university transferable courses to explore their options. Students planning to transfer to the University of Nevada, Reno should obtain a transfer handout from WNC Counseling Services or the UNR Transfer Center.

Associate of General Studies
A DEGREE TO MEET A VARIETY OF NEEDS

The Associate of General Studies has increasingly been utilized by students who intend to transfer to four-year colleges and universities. Although it was not designed for transfer, it can be used for this purpose if courses are selected carefully. The majority of the courses chosen should transfer to fulfill core and major requirements. It is recommended that anyone planning to attend the University of Nevada, Reno complete ENG 101 and 102, MATH 120 or a higher level math, and science/social science courses that fulfill UNR's core curriculum requirements.

A maximum of six units of special topics classes in one subject area may apply toward any WNC degree. In some cases, courses may not transfer to other Nevada community colleges and Nevada State College or to other colleges and universities. See a WNC counselor for the latest transfer information. Courses with a number under 100 (such as ENG 95) are not applicable toward an Associate of General Studies degree.

ASSOCIATE OF GENERAL STUDIES DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 total units chosen from the following categories:

ENGLISH/COMMUNICATIONS REQUIREMENT - 6 units.
Must include a three-credit writing course.
Business: 107, 108
Communication: 101, 102, 113
Criminal Justice: 103
English
Journalism: 201
Reading
Writing Course (Business 108, English 100, 101, 102 or any other 200 level English class)

FINE ARTS AND HUMANITIES REQUIREMENTS - 3 units.
American Sign Language
Art
Core Humanities: 201, 202
Crafts
Dance: 101
English: 190, 200, 223, 243, 250, 252, 267, 271, 282, 297
Foreign Languages
Graphic Communications
History: 105, 106, 207, 247
Humanities: 101
Music
Philosophy (except for PHIL 102, 114)
Theatre: 100, 105, 180

MATHEMATICS REQUIREMENT - 3 units.
Business: 109
Economics: 261, 262
Mathematics
Psychology: 210
Real Estate: 102
Sociology: 210
Statistics: 152

SCIENCE REQUIREMENT - 3 units.
Anthropology: 102, 110L
Astronomy: 109, 110, 120
Atmospheric Sciences: 117
Biology (except for BIOL 208, 223, 224, 251)
Chemistry (except for CHEM 220, 241, 241L, 242, 242L)
Environmental Studies
Geography: 103, 104
Geology: 105 (except for GEOL 111, 112, 113, 229)
Natural Resources: 101
Nutrition: 121
Physics (except for PHYS 293)

SOCIAL SCIENCES REQUIREMENT - 3 units.
Anthropology: 101, 201, 202, 210, 212
Core Humanities: 203
Criminal Justice
Economics: 100, 102, 103
Geography: 106, 200
History: 101, 102, 111, 217, 295
Journalism: 101
Political Science
Psychology (except for PSY 210)
Social Work: 220
Sociology (except for SOC 210)

U.S. & NEVADA CONSTITUTION REQUIREMENTS - 3 or 6 units.
Must meet both requirements. Choose from:
Core Humanities: 203
History: 111
History: 101 & 102
History: 101 & 217
Political Science: 103
History and Political Science Combination (History 101 and Political Science 208)

GENERAL ELECTIVES - 36 or 39 units.
Students may choose from any occupational or general education courses to be used as electives for this degree. Some non-traditional credit approved by Admissions and Records may be applicable to satisfy course requirements for occupational degrees, while other such units may be used as electives for the AGS and AAS degrees only. Students planning to transfer to the University of Nevada, Reno should use the UNR core curriculum guide to satisfy general education requirements.

ASSOCIATE OF GENERAL STUDIES - Mission and Outcomes
Mission: The purpose of the Associate of General Studies degree is to provide academic knowledge and skills for personal growth, professional advancement, and/or successful transfer.
Student Learning Outcomes: Students who complete an Associate of General Studies degree at WNC are expected to demonstrate that they
• have met the general education student learning outcomes.
• know the subject matter appropriate to their fields of study.

SKILL DEVELOPMENT DEGREE

SPOTLIGHT

RANDY CONTRERAS

building a bright future . . .

Randy Contreras pinpointed a profession even before he entered college. Contreras started working for Canyon Creek Construction during his senior year at Dayton High School, leading to his enrollment at Western Nevada College so he could study construction management.

"Growing up in a family who had never been in college, I always wanted to push myself," Contreras said. "I wanted it so bad, and WNC was where I was going to go."

Watching his dad's involvement in construction work steered Contreras into the profession. Working through his senior year at high school, Contreras became close with the owner of Canyon Creek Construction in Carson City.

"The owner found out my interest in construction and brought me in, and I started doing miscellaneous paperwork in the office and eventually became a project administrator," Contreras said. He began his formal training in construction management at WNC, with hopes of one day operating his own general contracting business. "This is a great community setting, and this would be a great headquarters for the office," Contreras said.

He plans to pursue a master's degree in construction management after graduating from WNC in May 2013, and is working full-time for Intermountain Slurry Seal, a subsidiary of Granite Construction, in Reno.

Contreras received his Associate of Arts degree from WNC in 2010 and now is closing in on his Bachelor of Technology degree in Construction Management. Contreras' involvement and passion for his field is evident. He participated in the Associated Schools of Construction Region VI competition and has applied his construction expertise on campus by improving a screening wall at the Jack C. Davis Observatory.

Bachelor of Technology

APPLIED BACCALAUREATE DEGREE IN CONSTRUCTION MANAGEMENT

The Bachelor of Technology degree in Construction Management offers associate degree students, new students and skilled workers an educational route toward a career as a construction manager or supervisor. The 128-credit program combines knowledge in construction methods, planning and project management with business and supervisory skills. This program allows those who have completed an associate degree in construction technology to progress academically and earn a bachelor's degree. It also allows those already working in the construction field to enroll in an applicable baccalaureate degree program and expand career advancement possibilities. Students must meet with a counselor and be admitted into the program.

Bachelor of Technology in Construction Management
Admission Requirements

1. Complete a minimum of 45 college units or equivalent with a minimum 2.0 GPA. Within the 45 units:

   a. A minimum of 12 units must be in applicable construction courses. This requirement may be waived if the student has construction experience.

   b. A minimum of 15 units must be in applicable general education classes, including English 101, with a grade of C or better - a grade of C- or lower will not be acceptable.
   OR:
   Have an associate degree in Construction Management from a regionally accredited institution.

2. Meet with a WNC counselor.

TIP: WNC also offers . . .

Associate of Applied Science - Construction Technology
Construction Project Manager • *See page 20*

Certification - Inspector of Structures • *See page 39*

CONSTRUCTION MANAGEMENT
Bachelor of Technology Degree

Salary: $69,160–$118,160 / year (Nevada)
Career Outlook: Average growth
Good To Know: Construction managers are in charge of construction projects such as buildings, roads or bridges. Those with a bachelor's degree have a better chance of finding jobs and earning higher pay.
WNC Academic Division: Technology

Total Requirements: 128 units

Business Core Requirements — 18 Units

ACC 201	Financial Accounting	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
ECON 261	Principles of Statistics I	3
MGT 323	Organizational Behavior and Interpersonal Behavior	3
MGT 367	Human Resource Management	3

Program Requirements — 62 Units

AC 198	Special Topics in HVAC	2
BI 101	Introduction to Building Codes	3
CADD 100	Introduction to Computer Aided Drafting	3
CEE 411	Environmental Law	3
CEE 462	Construction Cost Estimating	3
CEE 463	Project Scheduling	3
CEE 464*	Construction Law	2
CEE 465	Construction Cost Accounting	2
CEE 466	Construction Management	2
CEE 495	Special Topics	3
CONS 108	Construction Materials and Methods	3
CONS 114	Soils, Sitework, Concrete and Testing	3
CONS 116	Plumbing Principles and Methods	2
CONS 118	Construction Contract Documents	3
CONS 120	Blueprint Reading and Specification	3
CONS 121	Principles of Construction Estimating	3
CONS 205	Construction Site Safety	1
CONS 216	Structural Layout Assembly	2
CONS 230	Electrical Distribution System	2
CONS 281	Construction Planning Scheduling And Control	3
CONS 351	Advanced Project Supervision	5
CONS 451	Advanced Internship in Construction	2
SUR 161	Elementary Surveying	4
or SUR 265	Introduction to Construction Surveying	

* CONS 282 - Construction Law, will be accepted in lieu of CEE 464

General Education Requirements — 48 Units

Capstone Courses	9
English/Communications Requirements	9–11
Fine Arts Requirement	3
Humanities Requirement	3
Mathematics and Science Requirements	15
Social Sciences Requirement	6
U.S. and Nevada Constitution Requirements	3–6

A list of all courses filling general education requirements for the Bachelor of Technology can be found on the following page.

CONSTRUCTION MANAGEMENT - Suggested Course Sequence

FIRST SEMESTER	Completed		FIFTH SEMESTER	Completed
U.S./Nevada Constitution	3 ☐		Math/Science Course	3 ☐
CONS 108	3 ☐		CEE 411	3 ☐
CONS 120	3 ☐		CEE 462	3 ☐
ECON 102	3 ☐		CONS 351	5 ☐
ENG 101	3 ☐		MGT 323	3 ☐
MATH 126	3 ☐			
			SIXTH SEMESTER	Completed
SECOND SEMESTER	Completed		Capstone Course	3 ☐
English/Comm Course	3 ☐		Social Science Course	3 ☐
BI 101	3 ☐		CEE 463	3 ☐
CADD 100	3 ☐		CONS 451	2 ☐
CONS 114	3 ☐		MGT 367	3 ☐
ECON 103	3 ☐			
MATH 127	3 ☐		SEVENTH SEMESTER	Completed
			Capstone Course	3 ☐
THIRD SEMESTER	Completed		Fine Arts Course	3 ☐
CONS 116	2 ☐		Social Science Course	3 ☐
CONS 216	2 ☐		CEE 465	2 ☐
CONS 281	3 ☐		CEE 466	2 ☐
ECON 261	3 ☐			
PHYS 100	3 ☐		EIGHTH SEMESTER	Completed
SUR 161 or SUR 265	4 ☐		Capstone Course	3 ☐
			English/Comm Course	3 ☐
FOURTH SEMESTER	Completed		Humanities Course	3 ☐
Math/Science Course	3 ☐		CEE 464	2 ☐
AC 198	2 ☐		CEE 495	3 ☐
ACC 201	3 ☐			
CONS 118	3 ☐			
CONS 121	3 ☐			
CONS 205	1 ☐			
CONS 230	2 ☐			

BACHELOR OF TECHNOLOGY IN CONSTRUCTION MANAGEMENT GENERAL EDUCATION COURSE LIST

Capstone Course-9 units. Choose from:
Communication: 412
Construction Management: 456
Economics: 334, 365
Management: 462, 469

English/Communications Requirements-9–11 units. Choose from:
Business: 107, or
Communication: 101 or 102 or 113 or 213
English: 100 or 101
English: 102

Fine Arts Requirement-3 units. Choose from:
Art: 100, 101, 124, 160, 224, 260, 261
Dance: 101
Humanities: 101
Music, Ensemble: 101
Music: 111, 121, 124, 125, 134
Theatre: 100, 105, 180

Humanities Requirement-3 units. Choose from:
Core Humanities: 201, 202
English: 200, 223, 243, 250, 252, 261, 266, 267, 271, 275
History: 105, 106, 207, 247
Philosophy (except for PHIL 102, 114)

Mathematics and Science Requirements-15 units. Choose from:
a minimum of 5 units in mathematics and 7 units in science.
Mathematics
  Mathematics: 126 &127, 128 or higher
  Statistics: 152

Science
  Chemistry: 100, 121, 201
  Environmental Studies: 100
  Geology: 100, 101, 103
  Physics: 100, 151, 180

Social Sciences Requirement-6 units.
3 units must be an upper division course (300-400 level, see a counselor).
Choose lower division from:
Anthropology: 101, 201, 202, 205, 210, 212
Core Humanities: 203
Criminal Justice: 101, 102, 220, 230, 270
Geography: 106
History: 101, 102, 111, 217, 295
Journalism: 101
Political Science: 103, 105, 108, 208, 231, 295, 299
Psychology (except for PSY 210)
Social Work: 220
Sociology (except for SOC 210)

U.S. and Nevada Constitution Requirements-3 or 6 units. Choose from:
Core Humanities: 203
History: 111 or
History: 101 & 217, or
History: 101 & 102, or
Political Science: 103, or
History and Political Science Combination (History 101 and PSC 208)

BACHELOR OF TECHNOLOGY - Mission & Outcomes

Mission: The mission of the Bachelor of Technology degree in Construction Management is to prepare students for entry level and mid-level positions within the various construction industry disciplines, and to meet the goals of the Technology Division.

Student Learning Outcomes: Upon completing the Bachelor of Technology in Construction Management program, students will be able to demonstrate:
- Knowledge in basic economic principals, business principals and construction accounting, finances, and law
- Exposure to the design theory and analysis of construction practices and systems
- Understanding of the utilization of available resources for construction planning, methods and materials
- Understanding, skill and knowledge of construction documents, communications, graphics, and surveying
- Skill and knowledge in construction accounting, estimating and bidding practices
- Ability for planning and scheduling a construction project
- Application of relevant administrative skills, ethics, safety practices, and problem solving techniques to construction management

KATIE CHRISTIAN
finds the right fit . . .

*Career experimentation helped guide
Katie to Western Nevada College.*

After graduating from Douglas High School in Minden in 2001, Katie Christian attended the Scottsdale Culinary Institute in Arizona, worked as a security guard for the Marine Corps, and was a shipper for North Sails. But something was missing. Christian believes she has found it at WNC, where she is seeking an Associate of Applied Science degree in machine tool technology.

"First and foremost as a girl, I've been into what the boys like to do," Christian said. "When the machine aspect of it came about, I felt this was my comfort zone. To be part of machine tool technology at WNC, I feel this is where I fit.

"It is incredible … it makes me feel like I'm receiving a pat on the back. This is so beneficial for my family and my new baby. It makes me strong as a person, strong as a woman and strong as a potential employee.

"My grandfather was a machinist. Maybe it was fate," she said. "It means a whole lot to me to work with my hands."

While pursuing her degree and raising a family, Christian is helping her husband launch a business — Bounty Hunter Fabrications in Wellington. She can see herself being comfortable in different work roles.

"That's open-ended," she said. I can see myself working for a great machine shop or helping my husband run his business."

Associate of Applied Science

A CAREER DEGREE

Students enrolled in any of these programs will benefit from "hands-on" laboratory experience within their major field. They will enter the job market with specific skills and knowledge useful for employment and advancement. The Associate of Applied Science degree is available for those students who desire a two-year course of study and training in an occupational and/or technical career field. Although the AAS degree is not designed to be a transfer program, some courses will transfer to four-year colleges or universities. Students who wish to transfer to a four-year school should consult a WNC counselor. Coursework must total at least 60 units.

All Associate of Applied Science degree and certificate programs require completion of appropriate courses in computation, communication and human relations. Additionally, introductory courses in applied science and technology as well as allied health programs include instruction in safety, industrial safety and environmental awareness, as appropriate. Students with previous occupational or practical experience may be eligible to challenge certain course requirements and prerequisites. Courses with a number under 100 (such as ENG 095) are not applicable toward an Associate of Applied Science degree at WNC.

In some cases, courses may not transfer to other Nevada community colleges and Nevada State College or to other colleges and universities. See a WNC counselor for the latest transfer information. A maximum of six units of special topics classes in one subject area may apply toward any WNC degree. To make decisions about specific emphases under the Associate of Applied Science degree, please refer to the academic programs pages or see a WNC counselor.

CAREER DEGREE

ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 units chosen from the following:

ENGLISH/COMMUNICATIONS REQUIREMENT - 6 units.
Must include a writing course.
Business: 107, 108
Communication: 101, 102, 113
Criminal Justice: 103
English
Journalism: 201
Reading
Writing Course (Business 108, English 100, 101, 102 or any other 200 level English class)

HUMAN RELATIONS REQUIREMENT - 3 units.
Anthropology: 101, 201
Business: 110, 287
Counseling and Personal Development: 117, 129
Criminal Justice: 270
Early Childhood Education: 121
Human Development & Family Studies: 201, 202
Management: 201, 212, 283
Psychology (except for PSY 210)
Sociology (except for SOC 210)

HUMANITIES/SOCIAL SCIENCE REQUIREMENTS - 3 units.
Choose from either humanities or social science areas:
Humanities Area:
Art: 100, 101*, 124, 160, 224, 260, 261
Core Humanities: 201, 202
Dance: 101
English: 200, 221, 223, 250, 261, 266, 267, 271, 275
History: 105, 106, 207, 247
Humanities: 101
Music: 111*, 121, 124, 125, 134
Philosophy (except for PHIL 102, 114)
Theatre: 100, 105, 180
* Course may not meet the fine arts requirement at all universities. Please see a counselor.

Social Sciences Area:
Anthropology: 101, 201, 202, 210, 212
Core Humanities: 203
Criminal Justice: 101, 102, 120, 215, 220, 225, 226, 230, 270
Economics: 100, 102, 103
Geography: 106, 200
History: 101, 102, 111, 217, 295
Journalism: 101
Political Science
Psychology (except for PSY 210)
Social Work: 220
Sociology (except for SOC 210)

MATHEMATICS REQUIREMENT - 3 units.
Business: 109
Economics: 261, 262
Mathematics
Psychology: 210
Real Estate: 102
Sociology: 210
Statistics: 152

SCIENCE REQUIREMENT - 6 units.
Anthropology: 102, 110L
Astronomy: 109, 110, 120
Atmospheric Sciences: 117
Biology (except for BIOL 208, 223, 224, 231)
Chemistry (except for CHEM 220, 241, 241L, 242, 242L)
Environmental Studies
Geography: 103, 104
Geology: 105 (except for GEOL 111, 112, 113, 299)
Natural Resources: 101
Nutrition: 121
Physics (except for PHYS 293)

U.S. & NEVADA CONSTITUTION REQUIREMENTS - 3 or 6 units.
Must meet both requirements. Choose from the following:
Core Humanities: 203
History: 101 & 217
History: 101 & 102
History: 111
Political Science: 103
History and Political Science Combination (History 101 and Political Science 208)

PROGRAM REQUIREMENTS AND GENERAL ELECTIVES
Number of units required may vary by emphasis.
Some units earned in non-traditional courses may be considered for elective credit and may require review in order to be applied to the AAS degree.

ASSOCIATE OF APPLIED SCIENCE - Mission & Outcomes

Mission: The purpose of the Associate of Applied Science degree is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.
Student Learning Outcomes: Students who complete an Associate of Applied Science degree at WNC are expected to demonstrate that they
- have met the general education student learning outcomes.
- know the subject matter appropriate to the emphasis of the degree.
- have acquired skills and can perform tasks necessary for employment or career advancement.

ACCOUNTING
Associate of Applied Science in Business Degree

The Accounting degree has been designed to enable students to establish, maintain and manage both manual and automated accounting systems. Students can develop the necessary competencies to create and analyze information for managerial decision-making situations. In addition to this degree program, students who intend to become full-charge bookkeepers will also need experience in the field.

Salary: $45,440-75,390 / year (Nevada)
Career Outlook: Above average growth
Good To Know: Four major accounting fields - public, corporate, government and internal auditing
WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 60 units

Program Requirements*		42 Units
ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
BUS 101	Introduction to Business	3
or MGT 103	Introduction to Small Business Management	
BUS 110	Human Relations For Employment	3
or MGT 201	Principles of Management	
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
ACC 203	Intermediate Accounting I	3
ACC 220	Microcomputer Accounting Systems	3
or ACC 223	Introduction to Quickbooks	

Choose 9 units from the following:

ACC 105	Taxation For Individuals	3
ACC 180	Payroll & Employee Benefit Accounting	3
ACC 198	Special Topics in Accounting	3
ACC 204	Intermediate Accounting II	3
ACC 220	Microcomputer Accounting Systems	3
ACC 223	Introduction to QuickBooks	3
ACC 261	Governmental Accounting	3
ACC 290	Certified Bookkeeper Course	6
ACC 295	Work Experience I	3
ACC 299	Advanced Special Topics in Accounting	3
COT 262	Intermediate Spreadsheets Concepts	3

* Students should consult a counselor or instructor for information regarding sequence of accounting courses.

General Education Requirements	18 Units
English/Communications Requirement:	
Recommended: BUS 107, BUS 108; must include a writing course	6
Mathematics Requirement:	
BUS 109 or higher level mathematics course	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3
General Electives	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

⊳ TIP: WNC also offers . . .

Certificate of Achievement - Bookkeeping • *See page 32*

ACCOUNTING - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
ACC 201	3 ☐	ACC 203	3 ☐
BUS 108 or Eng/Comm		Accounting Elective	3 ☐
(Writing class required)	3 ☐	BUS 101 or MGT 103	3 ☐
BUS 109 or higher math	3 ☐	Science Elective	3 ☐
ECON 102	3 ☐	U.S./Nevada Constitutions	3 ☐
IS 101	3 ☐		
		FOURTH SEMESTER	Completed
SECOND SEMESTER	Completed	Accounting Elective	6 ☐
ACC 202	3 ☐	BUS 110, MGT 201,	
ACC 220	3 ☐	MGT 212 or MGT 283	3 ☐
BUS 107 or		BUS 273	3 ☐
other Eng/Comm	3 ☐	General Elective	3 ☐
ECON 103	3 ☐		
IS 201	3 ☐		

ACCOUNTING - Mission & Outcomes

Mission: The purpose of the AAS Accounting in business is to provide the knowledge and skills necessary to succeed in the current business environment.

Student Learning Outcomes:
- Provide employment related knowledge and skills
- Know subject matter
- Understand accounting principles and their importance to the business environment
- Demonstrate oral, written, computational and computer skills
- Demonstrate managerial and personal skills
- Utilize appropriate resources to remain current in their field
- Appreciate the importance of social, ethical, legal and diversity issues

CAREER DEGREE

AUTOMOTIVE MECHANICS
Associate of Applied Science Degree

The Automotive Mechanics program offers students an opportunity to acquire the necessary skills and technical theory for a successful career as an automotive mechanic. Individuals who are now employed in the automotive mechanics field will be able to upgrade their knowledge. Students obtaining this associate degree will have completed courses of a very technical nature, chosen to complement each other and provide breadth and depth of diagnostic and repair skill abilities necessary to work in a service facility.

Salary: $27,500-52,700 / year (Nevada)
Career Outlook: Higher than average growth
Good To Know: Mechanics can be certified in as many as eight service areas.
Most jobs are at repair shops and auto dealerships
WNC Academic Division: Technology

Total Requirements: 61 units

Program Requirements		37 Units
AUTO 101	Introduction to General Mechanics	3
AUTO 115	Auto Electricity & Electronics I	4
AUTO 117	Advanced Auto Electronics	4
AUTO 130	Engine Reconditioning	3
AUTO 145	Automotive Brakes	4
AUTO 155	Steering & Suspension	4
AUTO 160	Auto Air Conditioning	3
AUTO 225	Engine Performance I/Fuel & Ignition	4
AUTO 227	Engine Performance II/Emission Control	4
AUTO 235	Engine Performance III/Diagnostics	4

General Education Requirements	24 Units
English/Communications Requirement: *Recommended: BUS 107&108; Must include a writing course*	6
Human Relations Requirement: Recommended: BUS 110	3
Humanities/Social Science Requirements	3
Mathematics Requirement	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

AUTOMOTIVE MECHANICS - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
AUTO 101	3 ☐	AUTO 145	4 ☐
AUTO 115	4 ☐	AUTO 225	4 ☐
AUTO 130	3 ☐	AUTO 227	4 ☐
BUS 107	3 ☐	Science Course	3 ☐
Mathematics Course	3 ☐		
		FOURTH SEMESTER	Completed
SECOND SEMESTER	Completed	AUTO 235	4 ☐
AUTO 117	4 ☐	BUS 110	3 ☐
AUTO 155	4 ☐	Science Course	3 ☐
AUTO 160	3 ☐	U.S./Nevada	
BUS 108	3 ☐	Constitutions	3 ☐
Humanities/Social Science Course	3 ☐		

ASSOCIATE OF APPLIED SCIENCE - AUTOMOTIVE MECHANICS
Mission & Outcomes

Mission: The mission of the Associate of Applied Science in Automotive Mechanics is to provide employment-related knowledge and skills necessary to succeed in the automotive field.

Student Learning Outcomes: Students who complete an Associate of Applied Science in Automotive Mechanics are expected to:
- Know the subject matter appropriate to the emphasis of the automotive field.
- Acquire skills and perform tasks necessary for employment or career enhancement.
- Present themselves effectively to a potential employer.
- Utilize appropriate resources to remain current in the automotive field.

Automotive Technology
_____National Certification_____

Following an extensive examination of its courses, instructors and facilities, Western has earned a certification from the National Automotive Technicians Education Foundation (NATEF).

TIP: WNC also offers . . .

Certificate of Achievement - Automotive Mechanics • *See page 31*

BUSINESS
Associate of Applied Science Degree

The General Business degree provides knowledge and skills in the diverse field of business. Students are encouraged to meet with a WNC counselor to identify programs which best suit their career goals.

Salary: Depends on size & type of organization. $50,640–$88,670 / year (Nevada)
Career Outlook: Average growth, strong competition
Good To Know: Often includes hiring, training and supervising employees
WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 60 units

Program Requirements		27 Units
ACC 135	Bookkeeping I	3
& ACC 201	Financial Accounting	3
or ACC 201	Financial Accounting	
& ACC 202	Managerial Accounting	
BUS 101	Introduction to Business	3
or MGT 103	Introduction to Small Business Management	
BUS 110	Human Relations For Employment	3
or MGT 201	Principles of Management	
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

15 Units

Choose 15 units from the following areas:
Accounting, Business, Economics, Finance, Insurance, Management, Marketing or Real Estate. Must take at least 3 units in three different subject areas.

General Education Requirements	18 Units
English/Communications Requirement: *Recommended: BUS 107, BUS 108;*	
Must include a writing course	6
Mathematics Requirement: *BUS 109 or higher level mathematics course*	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3
General Electives	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

BUSINESS - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
U.S./Nevada Constitution	3 ☐	ACC 135 or ACC 201	3 ☐
BUS 101 or MGT 103	3 ☐	BUS 110, MGT 201,	
BUS 107	3 ☐	MGT 212, or MGT 283	3 ☐
BUS 109 or math	3 ☐	Business Elective	3 ☐
IS 101	3 ☐	Business Elective	3 ☐
		ECON 103	3 ☐
SECOND SEMESTER	Completed		
Science Course	3 ☐	FOURTH SEMESTER	Completed
BUS 108	3 ☐	General Elective	3 ☐
BUS 273	3 ☐	ACC 201 or ACC 202	3 ☐
ECON 102	3 ☐	Business Elective	3 ☐
IS 201	3 ☐	Business Elective	3 ☐
		Business Elective	3 ☐

ASSOCIATE OF APPLIED SCIENCE BUSINESS - Mission & Outcomes

Mission: The purpose of the Associate of Applied Science degree in business is to provide the knowledge and skills necessary to succeed in the current business environment.

Student Learning Outcomes: Students who complete an Associate of Applied Science degree at WNC are expected to demonstrate that they:
- know the subject matter appropriate to the emphasis of the degree.
- have developed managerial and personal skills essential to the current business environment.

CAREER DEGREE

COMPUTER AND OFFICE TECHNOLOGY
Associate of Applied Science Degree

The Computer and Office Technology degree is designed for those seeking specific career skills in office environments. The program will prepare students with the necessary skills for entry level employment in a professional business office environment using current software applications. Some courses can transfer to baccalaureate programs.

Salary: $35,620-$55,710 / year (Nevada)
Career Outlook: Average growth; many office systems have become more automated
Good To Know: Good communication skills critical; use computers heavily; may supervise office staff
WNC Academic Division: Technology

Total Requirements: 60 units

Program Requirements — 21 Units
Strongly recommend 40 wpm typing skills for successful degree completion.

ACC 135	Bookkeeping I	3
or ACC 220	Microcomputer Accounting Systems	
or ACC 223	Introduction to Quickbooks	
BUS 110	Human Relations For Employment	3
or MGT 212	Leadership & Human Relations	
COT 200	Beginning Word Processing	3
or COT 216	Intermediate Word Processing	
COT 204	Using Windows	3
COT 262	Intermediate Spreadsheets Concepts	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

18 Units

Choose a total of 18 units from any of the following courses:

BUS 112	Customer Service	3
CIT 151	Beginning Web Development	3
CIT 152	Web Script Language Programming	3
COT 101	Computer Keyboarding I	3
or COT 102	Computer Keyboarding II	
COT 222	Desktop Publishing With Word Processing	3
COT 223	Advanced Desktop Publishing	3
COT 266	Intermediate Database Concepts	3
GRC 119	Computer Graphics - Digital Media	3
MKT 210	Marketing Principles	3

Students interested in Desktop Publishing skills should include in their choices:
COT 222, COT 223, GRC 119, BUS 112 and MKT 210

Students interested in Web Design skills should include in their choices:
CIT 151, CIT 152, BUS 112, and GRC 119

Students interested in Computer Applications skills should include in their choices:
COT 266, BUS 112, COT 101 OR COT 102

General Education Requirements — 21 Units
English/Communications Requirement: *Recommended: BUS 107, BUS 108;*
Must include a writing course — 6
Humanities/Social Science Requirements — 3
Mathematics Requirement: *Recommended: BUS 109* — 3
Science Requirement — 6
U.S. and Nevada Constitution Requirements — 3
A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

COMPUTER AND OFFICE TECHNOLOGY - Suggested Course Sequence

FIRST SEMESTER	Completed
Mathematics Course	3 ☐
English Course (BUS 107 recommended)	3 ☐
ACC 135 or ACC 220 or ACC 223	3 ☐
IS 101	3 ☐
Program Elective	3 ☐

SECOND SEMESTER	Completed
English Course (BUS 108 recommended)	3 ☐
COT 204	3 ☐
IS 201	3 ☐
Program Elective	3 ☐
Science Course	3 ☐

THIRD SEMESTER	Completed
Humanities/Social Science Course	3 ☐
U.S./Nevada Constitution	3 ☐
BUS 110 or MGT 212	3 ☐
COT 200 or COT 216	3 ☐
Program Elective	3 ☐

FOURTH SEMESTER	Completed
General Elective	3 ☐
COT 262	3 ☐
Program Elective	9 ☐

ASSOCIATE OF APPLIED SCIENCE
COMPUTER AND OFFICE TECHNOLOGY - Mission & Outcomes

Mission: The purpose of the Associate of Applied Science degree in Computer & Office Technology is to provide employment-related knowledge and skills necessary to succeed in a chosen field of computer technology and/or applications study.

Student Learning Outcomes: Students who complete programs in occupational areas are expected to demonstrate:
- an understanding of office environment protocol
- an understanding of the variety of software applications and their importance to the office environment
- oral, written and computational skills
- the ability to perform skills in developing web, network and software solutions
- the ability to utilize appropriate resources to remain current in the field

COMPUTER NETWORKING TECHNOLOGY
Associate of Applied Science Degree

The Computer Networking Technology program is designed for students seeking career skills in computer networking environments. Students choose one of three specializations to customize their program: Network Technology Management, Security and Information Assurance, or Transfer Option.

Salary: $51,180-$89,270 / year (Nevada)
Career Outlook: Much faster than average growth
Good To Know: Businesses & government are investing heavily in 'cyber-security'
WNC Academic Division: Technology

Total Requirements: 60-61 units

Program Requirements		35-37 Units
CIT 161	Essentials of Information Security	3
CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
CIT 263	Introduction to IT Project Management	3
CSCO 120	CCNA Internetworking Fundamentals Elective	4
CSCO 121	CCNA Routing Protocols & Concepts	4
CSCO 130	Fundamentals of Wireless LANs	4
MGT 201	Principles of Management	3
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	

Choose two courses from the following:

CIT 173	Linux Installation and Configuration	3
CIT 174	Linux System Administration	3
CIT 213	Microsoft Networking III	4
CIT 214	Microsoft Networking IV	4
CIT 215	Microsoft Networking V	4
Any CSCO class		4-8

General Education Requirements	24-25 Units
English/Communications Requirement: *Recommended: BUS 107&108;*	
Must include a writing course	6
Human Relations Requirement	3
Humanities/Social Science Requirements	3
Mathematics Requirement: *Recommended: MATH 126 or higher*	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3
General Electives	0–1

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

COMPUTER TECHNOLOGY - COMPUTER NETWORKING TECHNOLOGY
Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
English Course	3 ☐	Science Course	3 ☐
Math Course	3 ☐	Humanities/Social Science	
CIT 211 or CSCO 120	4 ☐	Course	3 ☐
CIT 212 or CSCO 121	4 ☐	CIT 211 or CSCO 120	4 ☐
		CIT 212 or CSCO 121	4 ☐
SECOND SEMESTER	Completed	CIT 263	3 ☐
Networking Electives	6–8 ☐		
English Course	3 ☐	FOURTH SEMESTER	Completed
CIT 161	3 ☐	General Elective	0-1 ☐
		US/Nev. Constitution	3 ☐
		Science Course	3 ☐
		CSCO 130	4 ☐
		Human Relations Course	3 ☐
		MGT 201, MGT 212,	
		or MGT 283	3 ☐

ASSOCIATE OF APPLIED SCIENCE - COMPUTER TECHNOLOGY
Mission & Outcomes

Mission: The purpose of the Associate of Applied Science degree in Computer Networking Technology is to provide graduates with up-to-date training in the management of information resources, including computer and networking operations, infrastructure and information security.

Student Learning Outcomes: Students who complete programs in occupational areas are expected to demonstrate that they know:
- practices and procedures required for entry level employment
- entry level skill set
- theoretical principles relevant to their emphasis

Are able to:
- test successfully on competencies required to pass industry standard certification exams
- communicate effectively and appropriately, in oral and written form
- locate, evaluate and properly utilize the tools and resources appropriate to a computer technology professional
- acquire skills and perform tasks necessary for employment or career enhancement
- demonstrate effective communication and computation skills appropriate to the chosen occupational field

Appreciate and value:
- appropriate and effective presentation of themselves to potential employers
- standards of social, ethical, legal, accessibility, and diversity issues of their work environment

CAREER DEGREE

CONSTRUCTION TECHNOLOGY
Construction Project Management Associate of Applied Science Degree

The Construction Project Management emphasis provides management training that addresses topics of critical importance to subcontractors, general contractors, superintendents and project managers. Students will study contract administration, coordination, negotiation, quality control and the management of labor resources, equipment and materials.

Salary: $42,140–$69,390/ year (Nevada)
Career Outlook: Average growth
Good To Know: About 47 percent are self-employed. Employment depends on economy and layoffs may occur during times of low construction activity.
WNC Academic Division: Technology

Total Requirements: 61 units
Program Requirements 37 Units

BI 101	Introduction to Building Codes	3
CONS 108	Construction Materials and Methods	3
CONS 120	Blueprint Reading and Specification	3
CONS 121	Principles of Construction Estimating	3
CONS 205	Construction Site Safety	1
AC 198	Special Topics in HVAC	2
CONS 114	Soils, Sitework, Concrete and Testing	3
CONS 116	Plumbing Principles and Methods	2
CONS 118	Construction Contract Documents	3
CONS 216	Structural Layout Assembly	2
CONS 230	Electrical Distribution System	2
CONS 281	Construction Planning Scheduling and Control	3
CONS 290	Internship in Construction	3
SUR 161	Elementary Surveying	4
or SUR 265	Introduction to Construction Surveying	

General Education Requirements 24 Units

English/Communications Requirement: *Recommended: BUS 107, BUS 108*	6
Human Relations Requirement: *Recommended: BUS 110*	3
Humanities/Social Science Requirements	3
Mathematics Requirement: *Recommended: MATH 110*	3
Science Requirement: *Recommended: PHYS 100*	6
U.S. and Nevada Constitution Requirements	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

CONSTRUCTION TECHNOLOGY - Suggested Course Sequence

FIRST SEMESTER	Completed		THIRD SEMESTER	Completed	
BUS 107	3	☐	CONS 116	2	☐
CONS 108	3	☐	CONS 118	3	☐
CONS 120	3	☐	CONS 216	2	☐
MATH 110	3	☐	CONS 281	3	☐
U.S./Nevada Constitution	3	☐	PHYS 100	3	☐
			SUR 161 or 265	4	☐
SECOND SEMESTER	Completed				
Humanities/			FOURTH SEMESTER	Completed	
Social Science Course	3	☐	AC 198	2	☐
BI 101	3	☐	BUS 110	3	☐
BUS 108	3	☐	CONS 114	3	☐
CONS 121	3	☐	CONS 230	2	☐
CONS 205	1	☐	CONS 290	3	☐
			Science Course	3	☐

ASSOCIATE OF APPLIED SCIENCE - CONSTRUCTION TECHNOLOGY
Mission & Outcomes

Mission: The mission of the Associate of Applied Science degree in Construction Technology is to prepare students for entry level and mid-level positions within the various construction industry disciplines.

Student Learning Outcomes: Expectations for students completing the Construction Technology curriculum are as follows:

Construction Project Management
- Know the tasks, responsibilities, and industry standards of the various trades
- Understand the responsibilities of subcontractors, general contractors, superintendents, project managers, architects and engineers
- Demonstrate the ability to communicate with the above entities per industry standards
- Demonstrate the ability to produce a construction schedule
- Understand the implementation and coordination of a construction schedule
- Demonstrate the ability to write construction contracts per industry standards
- Demonstrate an understanding of construction law
- Utilize the various resources available to explore new construction methods and insure quality control
- Demonstrate the ability to favorably represent himself or herself to a potential employer.

Certified Inspector of Structures
- Demonstrate an understanding of all components within a certified inspection
- Demonstrate the ability to conduct a certified inspection per NRS 645D
- Demonstrate the ability to produce a credible, professional report consistent with NRS 645D
- Successfully complete the state of Nevada examination for Certified Inspector of S1 Structures-Residential

CAREER DEGREE

CRIMINAL JUSTICE
Law Enforcement/Academy Associate of Applied Science Degree

The Law Enforcement Academy degree is designed to prepare students for various careers within the field of criminal justice. In Nevada, a Category I and III Post Certificate is necessary for most local and state jobs in the criminal justice field. This major, with the Western Nevada State Peace Officer Academy as the emphasis, allows a student to go right into a criminal justice career in Nevada.

Salary: $54,700–$77,890 / year (Nevada)
Career Outlook: Average growth
Good To Know: Communication skills are important; may work weekends, holidays and nights. Good salaries and benefits. Demand is higher for detectives & investigators
WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 63.5 units

Core Requirements		21 Units
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 164	Principles of Investigation	3
CRJ 220	Criminal Procedures	3
CRJ 230	Criminal Law	3
CRJ 270	Introduction to Criminology	3
CRJ 103	Communication Within the Criminal Justice Field	3

NOTE: This course must be completed before attending the Western Nevada State Peace Officer Academy

Program Requirements		30.5 Units
CRJ 266*	Western Nevada State Peace Officer Academy	27
EMS 100	Healthcare Provider CPR	0.5
EMS 113	First Responder	3

* Spring and summer class that will fulfill the POST requirement

General Education Requirements	12 Units
English/Communications Requirement: *Recommended: ENG 101*	3
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.
Note: Documentation and current health insurance (card) required.

CRIMINAL JUSTICE - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
General Education Course	3 ☐	CRJ 230	3 ☐
CRJ 101	3 ☐	CRJ 270	3 ☐
CRJ 103	3 ☐	General Education Course	3 ☐
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
CRJ 102	3 ☐	CRJ 266	27 ☐
CRJ 164	3 ☐	EMS 100	0.5 ☐
CRJ 220	3 ☐	EMS 113	3 ☐
General Education Course	3 ☐	General Education Course	3 ☐

ASSOCIATE OF APPLIED SCIENCE - CRIMINAL JUSTICE
LAW ENFORCEMENT/ACADEMY - Mission & Outcomes

Mission: The purpose of the Associate of Applied Science in Criminal Justice/Law Enforcement Academy (Western Nevada State Peace Officer Academy) is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete the Associate of Applied Science in Criminal Justice/Law Enforcement Academy are expected to demonstrate that they

- Have met the general education requirements of WNC
- Maintain proper professional attitude for law enforcement
- Articulate the legal requirements of search and seizure
- Recognize and evaluate criminal law
- Process crime scenes
- Maintain crime scenes
- Analyze theories for committing crimes
- Are prepared to take and pass the Police Officer Standards and Training test to become deputy sheriffs, police officers, juvenile probation officers, attorney general investigators, district attorney investigators, parole and probation officers, and correctional officers

CAREER DEGREE

GRAPHIC COMMUNICATIONS
Associate of Applied Science Degree

WNC's Graphic Communications program is designed for students who want quick access to career fields involving print design, web design, multimedia, digital video, and animation.

Salary: $35,060–$55,970 / year (Nevada)
Career Outlook: Average growth. Opportunity due to expansion of the Internet & need for web page design
Good To Know: Creativity is important; more talented designers can earn more.
WNC Academic Division: Communication and Fine Arts

Total Requirements: 60 units

Program Requirements		**42 Units**
ART 100	Visual Foundations	3
ART 101	Drawing I	3
GRC 103	Intro to Computer Graphics	3
GRC 109	Color and Design	3
GRC 144	Electronic Layout and Typography	3
GRC 156	Computer Illustration I	3
GRC 175	Web Design and Publishing I	3
GRC 179	Multi Media Design & Production	3
GRC 183	Electronic Imaging	3
GRC 188	Web Animation and Interactivity I	3
GRC 275	Web Design & Publishing	3
GRC 283	Electronic Imaging II	3
GRC 294	Professional Portfolio	3

Choose 3 units from the following:

ART 115	Beginning Clay Sculpture	3
ART 124	Beginning Printmaking	3
ART 127	Watercolor I	3
ART 135	Photography I	3
ART 141	Introduction to Digital Photography I	3
ART 160	Art Appreciation	3
ART 211	Ceramics I	3
ART 216	Sculpture I	3
ART 231	Painting I	3
ART 245	Digital Media	3
ART 260	Survey Art History I	3
ART 261	Survey of Art History II	3

General Education Requirements	**18 Units**
English/Communications Requirement	6
Human Relations Requirement: *PSY or SOC recommended*	3
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

GRAPHIC COMMUNICATIONS - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
General Ed Courses	3 ☐	General Ed Courses	3 ☐
ART 100	3 ☐	GRC 144	3 ☐
ART 101	3 ☐	GRC 188	3 ☐
GRC 103	3 ☐	GRC 275	3 ☐
GRC 109	3 ☐	GRC 283	3 ☐
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
General Ed Courses	6 ☐	General Ed Courses	6 ☐
GRC 156	3 ☐	GRC 179	3 ☐
GRC 175	3 ☐	GRC 294	3 ☐
GRC 183	3 ☐	Program Elective	3 ☐

ASSOCIATE OF APPLIED SCIENCE - GRAPHIC COMMUNICATIONS
Mission & Outcomes

Mission: The Associate of Applied Science degree in Graphic Communications will provide employment-related knowledge and skills necessary to succeed in the graphic communications field. The degree will meet educational criteria for employment and prepare the student for possible transfer to other colleges and universities to meet higher educational and professional goals.

Student Learning Outcomes: Associate of Applied Science in Graphic Communications graduates are expected to research design problems, demonstrate technical skills, implement design concepts, work collaboratively, and perform successful presentations.

TIP: WNC also offers . . .

Certificate of Achievement - Graphic Communications • *See page 35*

INFORMATION TECHNOLOGY
Associate of Applied Science Degree

When computer and communications technologies are combined, the result is Information Technology! The Information Technology degree is designed to prepare students to perform a variety of duties ranging from installing applications to designing complex computer networks and maintaining information systems. Systems administrators can work in a variety of environments including manufacturing, health care, education, or state and local government agencies. Every business has some kind of IT need, and a graduate of this program will have a broad base of theory in and hands-on practice with many aspects of technology, especially the use of electronic devices and computer software to convert, store, protect, process, transmit, and retrieve information.

Salary: $57,200-$82,240 / year (Nevada)
Career Outlook: Much faster than average growth
Good To Know: Offers broad career opportunities & room for advancement
WNC Academic Division: Technology

Total Requirements: 60 units

Program Requirements		36 Units
CIT 161	Essentials of Information Security	3
CIT 165	Introduction to Convergence	3
CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
ET 131	DC for Electronics	4
ET 117	Computer Forensics	3

Choose at least 15 units from the following program electives:

AIT 101	Fundamentals of Applied Industrial Technology	4
AIT 102	Measurement Tools and Methods	2
AIT 103	Introduction to Machine Tool Technologies	2
AIT 201	Pneumatic Power Technologies	4
ENGR 110	Introduction to Alternative Energy	3
ET 132	AC for Electronics	4
ET 155	Home Technology Convergence	4
ET 198	Special Topics in Electronics	4
ET 200	Electronics Projects	4

General Education Requirements	24 Units
English/Communications: *Recommended: BUS 107 & BUS 108:*	
Must include a writing course	6
Human Relations Requirement	3
Humanities/Social Science Requirements	3
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3
General Electives	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

INFORMATION TECHNOLOGY - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
BUS 107	3 ☐	CIT 161	3 ☐
CIT 165	3 ☐	Human Relations Course	3 ☐
Program Elective	4 ☐	Program Elective	6-8 ☐
ET 131	4 ☐	Social Science Course	3 ☐
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
BUS 108	3 ☐	ET 117	3 ☐
CIT 211	4 ☐	Program Elective	6-8 ☐
CIT 212	4 ☐	Science Course	3 ☐
Program Elective	4 ☐	US/Nev. Constitution	3 ☐

ASSOCIATE OF APPLIED SCIENCE - INFORMATION TECHNOLOGY
Mission & Outcomes

Mission: The purpose of the Associate of Applied Science degree in Information Technology is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete programs in occupational areas are expected to demonstrate that they know:
- the subject matter appropriate to the emphasis of the degree

Are able to:
- communicate effectively and appropriately, in oral and written form
- locate, evaluate and properly utilize the tools and resources appropriate to a computer technology professional
- acquire skills and perform tasks necessary for employment or career enhancement

Have developed:
- an appreciation of the importance of social, ethical, legal and diversity issues
- an appreciation of the need and importance of lifelong learning

MACHINE TOOL TECHNOLOGY
Associate of Applied Science Degree

The Machine Tool Technology program provides technical skills for students who plan to enter the machine trades field and upgrading for those in the field who desire additional skills. The program is competency based, allowing students to enter at their own level and progress at their own pace. Hands-on learning is stressed, allowing students to take as many laboratory hours as possible.

Salary: $36,620–$57,540 / year (Nevada)
Career Outlook: Average growth. Jobs available due to difficulty finding skilled workers
Good To Know: Often work with computerized numerical control (CNC) machines
WNC Academic Division: Technology

Total Requirements: 60 units

Program Requirements		39 Units
DFT 110	Blueprint Reading For Industry	3
or CONS 120	Blueprint Reading and Specification	
MTT 105	Machine Shop I	3
MTT 110	Machine Shop II	3
MTT 230	Computer Numerical Control I	4
MTT 232	Computer Numerical Control II	4
MTT 250	Machine Shop III	3
MTT 260	Machine Shop IV	3
MATH Course *		3

* MATH 110 Recommended

Choose 13 units from the following:

MTT 106	Machine Shop Practice I	2
MTT 111	Machine Shop Practice II	2
MTT 251	Machine Shop Practice III	2
MTT 261	Machine Projects	1–6
MTT 262	Machine Shop Practice IV	2
MTT 292	Computer-Aided Manufacturing I	4
MTT 293	Computer-Aided Manufacturing II	4
MTT 295	Work Experience	1–6
Related Machine Shop Course		1–6

General Education Requirements	21 Units
English/Communications Requirement: *Must include a writing course*	6
Human Relations Requirement	3
Humanities/Social Science Requirements	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

MACHINE TOOL TECHNOLOGY - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
DFT 110	3 ☐	Humanities/Social Science	
English Course	3 ☐	Course	3 ☐
Human Relations Course	3 ☐	MTT 230	4 ☐
Math Course	3 ☐	MTT 250	3 ☐
MTT 105	3 ☐	MTT 251	2 ☐
MTT 106	2 ☐	Science Course	3 ☐
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
English Course	3 ☐	MTT 232	4 ☐
MTT 110	3 ☐	MTT 260	3 ☐
MTT 111	2 ☐	MTT 262	2 ☐
MTT 261	2 ☐	Program Elective	3 ☐
Science Course	3 ☐	U.S./Nevada Constitution	3 ☐

ASSOCIATE OF APPLIED SCIENCE - MACHINE TOOL TECHNOLOGY
Mission & Outcomes

Mission: The mission of the Associate of Applied Science degree in Machine Tool Technology is to provide the student with the skills and knowledge to succeed in the machining industry.

Student Learning Outcomes: Students who complete an Associate of Applied Science in Machine Tool Technology are expected to:

- know the subject matter appropriate to the Associate of Applied Science in Machine Tool Technology
- use skills and perform tasks essential for employment
- have the self-confidence needed for seeking employment in this field
- use available resources to remain current in the machine industry

TIP: WNC also offers . . .

MANAGEMENT
Associate of Applied Science Degree

The Management degree is designed to provide a foundation for employment in a variety of business/managerial positions.

Salary: $58,570–$133,450 / year (Nevada)
Career Outlook: Above average growth
Good To Know: Managers work in almost very industry. Computer industries, consulting firms, government agencies and businesses are major employers.
WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 60 units

Program Requirements		45 Units
ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
BUS 101	Introduction to Business	3
or MGT 103	Introduction to Small Business Management	
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
MGT 201	Principles of Management	3
MGT 212	Leadership & Human Relations	3
MGT 283	Introduction to Human Resources Management	3
MKT 210	Marketing Principles	3

Choose 9 units from the following:

BUS 101	Introduction to Business	3
ECON 261	Principles of Statistics I	3
ECON 262	Principles of Statistics II	3
FIN 101	Personal Finance	3
MGT 103	Introduction to Small Business Management	3
MGT 235	Organizational Behavior	3
MGT 247	Industrial Management	3
MKT 111	Introduction to Merchandising	3
MKT 127	Introduction to Retailing	3
MKT 262	Introduction to Advertising	3

General Education Requirements — 15 Units

English/Communications Requirement: *Recommended: BUS 107 & BUS 108; Must include a writing course* — 6
Mathematics Requirement: *BUS 109 or higher level mathematics course* — 3
Science Requirement — 3
U.S. and Nevada Constitution Requirements — 3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

MANAGEMENT - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
ACC 201	3 ☐	Program Electives	9 ☐
BUS 101 or MGT 103	3 ☐	IS 101	3 ☐
BUS 107	3 ☐	MGT 283	3 ☐
BUS 109 or higher	3 ☐		
ECON 102	3 ☐	FOURTH SEMESTER	Completed
		BUS 273	3 ☐
SECOND SEMESTER	Completed	IS 201	3 ☐
ACC 202	3 ☐	MKT 210	3 ☐
BUS 108	3 ☐	Science Course	3 ☐
ECON 103	3 ☐	U.S./Nevada Constitution	3 ☐
MGT 201	3 ☐		
MGT 212	3 ☐		

MANAGEMENT - Mission & Outcomes

Mission: The purpose of the AAS Management degree is to provide the knowledge and skills necessary to be a successful manager.

Student Learning Outcomes: Upon completing the AAS Management degree, students will be able to:

- Provide employment related knowledge and skills
- Know subject matter
- Understand accounting principles and their importance to the business environment
- Demonstrate managerial and personal skills
- Demonstrate oral, written, computational and computer skills
- Utilize appropriate resources to remain current in their field
- Appreciate the importance of social, ethical, legal and diversity issues

TIP: WNC also offers . . .

Certificate of Achievement - Retail Management • *See page 36*

NURSING PROGRAM
Associate of Applied Science

WNC's Associate Degree Nursing Program is intended for students seeking a career as a registered nurse. The curriculum is sequenced and progresses in complexity. It integrates knowledge from the bio/psycho/social sciences, and humanities and is intended to prepare graduates to pass the national licensure examination (NCLEX-RN) and to function as registered nurses in diverse care settings. Upon completion of the Associate Degree Nursing Program, students will be awarded an Associate of Applied Science degree. Graduates are eligible to sit for the NCLEX-RN.   The nursing program is approved by the Nevada State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, ph: 404-975-5000. Applicants are advised that eligibility for licensure may be affected by the existence of a criminal record, a history of alcohol or drug abuse, and mental or physical illness that may interfere with the practice of nursing. Applicants are encouraged to directly contact the Nevada State Board of Nursing at 1-775-687-7700 should there be a concern regarding eligibility for licensure. Applicants may also use the NSBN link found on the Nursing & Allied Health web page for information regarding how the board processes applicant information and identifies convictions/situations under which the NSBN will deny application for licensure. A limited number of qualified students are admitted as first semester students utilizing the selection criteria outlined below. The nursing program requires that pre-and co-requisite courses be completed with a grade of "C" or better (a C- or lower will not be accepted). Students admitted to the program are required to attend mandatory orientation sessions scheduled for late spring or early summer and prior to the start of classes.

NURSING
Associate of Applied Science Degree

Salary: $64,390–$86,290 / year (Nevada)
Career Outlook: High growth, especially in home health care & nursing homes
Good To Know: Hospital nurses tend to earn more than nurses in doctors' offices; may include working days, nights, weekends or holidays
WNC Academic Division: Nursing and Allied Health

Total Requirements: 71 units

Prerequisite Courses*		21 Units
BIOL 223*	Human Anatomy and Physiology I	4
BIOL 224*	Human Anatomy and Physiology II	4
BIOL 251	General Microbiology	4
ENG 101	Composition I	3
MATH 120	Fundamentals of College Mathematics	3
or MATH 126	Precalculus I	
or higher MATH course		
PSY 101	General Psychology	3
or SOC 101	Principles of Sociology	

*Chemistry: Show evidence of completion of high school chemistry from a regionally accredited school within the last three years or completion of CHEM 121 (4 units) or CHEM 110 (4 units) within ten years of program application. *BIOL 223 & BIOL 224 must be completed at the same college or university at an institution other than within Nevada System of Higher Education. Statue of Limitation for science courses is 10 years by the date of application to the nursing program.

First Year: Fall Semester Courses		13 Units
ENG 102*	Composition II	3
NURS 136	Foundations of Nursing Theory	3
NURS 137	Foundations of Nursing Laboratory	1
NURS 138	Foundations of Nursing Clinical	2
NURS 147	Health Assessment Theory	2
NURS 148	Health Assessment Laboratory	1
NURS 152	Foundations of Pharmacology in Nursing I	1

* Indicates corequisite. Corequisite courses must be completed by the end of the fourth semester of the nursing program.

First Year: Spring Semester Courses		14 Units
NURS 149	Mental Health and Illness Theory	3
NURS 151	Mental Health and Illness Clinical	1
NURS 153	Foundations of Pharmacology in Nursing II	1
NURS 165	Medical Surgical Nursing I Theory	3
NURS 166	Medical Surgical Nursing I Laboratory	1
NURS 167	Medical Surgical Nursing I Clinical	2
PSY 101*	General Psychology	3
or SOC 101*	Principles of Sociology	

* Indicates corequisite. Corequisite courses must be completed by the end of the fourth semester of the nursing program.

Second Year: Fall Semester Courses**		12 Units
NURS 263	Nursing Care Childbearing Family Theory	2
NURS 264	Nursing Care of the Childbearing Family Laboratory	1
NURS 265	Nursing Care of the Childbearing Family Clinical	1
NURS 270	Advanced Clinical Nursing I Theory	3
NURS 271	Advanced Clinical Nursing I Clinical	2
U.S./Nevada Constitutions Course (PSC 103, HIST 111, or CH 203 recommended)*		3

* See the Associate of Applied Science page for more information on courses fulfilling the general education requirement

Second Year: Spring Semester**		11 Units
NURS 266	Pediatric Nursing Theory	2
NURS 267	Pediatric Nursing Laboratory	1
NURS 268	Pediatric Nursing Clinical	1
NURS 276	Advanced Medical Surgical Nursing II Theory	3
NURS 277	Advanced Medical Surgical Nursing II Clinical	2
NURS 284	Role of the ADN Manager of Care	2

Note: ** The sequence of some courses for the second year fall and spring semester may be altered. Completion of Biology 223, 224 and 251 fulfills the science general education requirement for the Associate of Applied Science in Nursing.

CAREER DEGREE

NURSING ADMISSION/SELECTION CRITERIA

Science GPA	2.0-2.49	2.5-2.99	3.0-3.49	3.5-4.0
(BIOL & CHEM prerequisite courses)	(2)	(4)	(6)	(8)

GPA	2.0-2.49	2.5-2.99	3.0-3.49	3.5-4.0
(pre- and corequisite courses)	(1)	(2)	(3)	(4)

(A grade of C or better is required for all pre and corequisite courses in the nursing program. A C- or lower will not accepted.)

Academic Skills Test
1-4 points will be awarded based on test scores. (A minimum cut score is required for each subtest.)

Completion of corequisite units

	3-6	7-9
	(1)	(2)

Nevada Resident: An applicant who is classified as a Nevada resident or Good Neighbor for tuition purposes at Western Nevada College at the time of application to the nursing program will be awarded one (1) point in the nursing admissions selection criteria.

Maximum Possible Points: 19

Admission to the nursing program will be based on special admission procedures and the number of points an applicant receives. Eligible students will be numerically ranked according to total points. In the event of applicants having an equal number of points, lots will be drawn to decide eligibility. Admission will be offered to the applicants on the list with the highest priority points. Applicants not selected will not be carried forward and must reapply for consideration.

Nursing Program Application Process

Apply for admission to Western Nevada College and the WNC nursing program. Applications for the next fall are available on the WNC Nursing & Allied Health web site on or after January 2. The last date for submission of an application to Admissions and Records is April 1.

Prerequisites: Students must complete all prerequisite courses with a grade of "C" or better to apply for the nursing program. (C- or lower will not be accepted.) Students may apply for admission into the nursing program while in the process of completing a prerequisite course(s), providing the course is completed by the end of the applicable spring semester or, if taken at another institution, an official transcript showing completion of the course is provided by June 1 of the year of application. Evidence of courses in progress must be submitted by the application deadline.

Corequisites: Students who are accepted into the nursing program must complete all corequisite courses with a grade of "C" or better by the end of the fourth semester of the program. (A grade of C- or lower will not be accepted.) Any corequisite course(s) completed with a "C" or better prior to admission into the nursing program will be calculated into the grade point average under admission selection criteria.

Academic Skills Testing: Students are required to take an academic skills test as part of the application process. Visit www.wnc.edu/academics/division/nalh/ after September for specific information.

Residency: An applicant who is classified as a Nevada resident or Good Neighbor for tuition purposes at WNC at the time of application to the nursing program will be awarded one point in the nursing admissions/selection criteria. WNC is no longer accepting applications for the Good Neighbor program. Students who were previously approved for Good Neighbor status and have maintained continuos enrollment for each fall and spring semester are eligible to receive one point in the nursing admission/selection criteria.

Application and Supporting Documents: Submit the completed application with supporting documents, which include the academic skills test results and all required college and university transcripts, as appropriate to Admissions and Records in the time frame delineated on the nursing program application.

CAREER DEGREE

TIP: WNC also offers . . .

Certification Preparation - Certified Nursing Assistant • *See page 38*

Certification Preparation - Emergency Medical Services • *See page 38*

Certification Preparation - Laboratory Technician-Phlebotomy • *See page 38*

Other Important Information

- Nursing learning activities are scheduled on and off campus, days, evenings and weekends.
- Course organization requires students to have basic computer skills, including the ability to navigate various online learning programs.
- Clinical experiences take place at long-term health care facilities, acute care hospitals, clinics and day care centers
- A grade of C (75 percent) or better is required in all nursing courses to continue in the nursing program. A grade of C- or lower will not be accepted.
- Students not admitted to the nursing program must reapply to be considered for admission the following year.
- Nursing students are expected to meet the Nursing Student Essential Functions as discussed on the nursing web site.
- Documentation and currency of the following is required after acceptance into the nursing program and prior to the start of classes:

• An acceptable physical examination, and required immunizations and tests.
• CPR certification (card required) through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer).
• Major medical health insurance (card required).
• An acceptable background check.

A background check is required by health care organizations. Students will be conditionally accepted into WNC's nursing program until their background check information is approved by the clinical sites. Should clinical sites not approve a student, the conditional acceptance will be withdrawn, and the student will not be admitted into the nursing program.

Drug screening may also be required by clinical sites. Students will be informed of the requirement when necessary.

Students Requesting Transfer & Re-Admission
Readmission Policy for the Nursing Program

A student who matriculated into the Western Nevada College nursing program may be readmitted one time following a withdrawal/failure. A written request for an exemption to the policy for such reasons as medical or military concerns will be considered by the Nursing Program Readmission Committee.

Students are eligible to be considered for readmission or transfer into the nursing program using a point system and on a space available basis.

Students seeking readmission or transfer into the nursing program will be required to demonstrate currency of knowledge and skills by passing competency evaluations for selected nursing theory and nursing laboratory courses previously successfully completed. Students may choose the option to repeat those courses, or will be required to repeat those courses if the competency examinations are not successfully passed. A score of 75% or more is required for each theory competency evaluation and a passing grade is required for selected skill competencies, including basic nursing assessment skills.

Students should contact the nursing program administrative assistant for information regarding fees and scheduling of competency evaluations. Students who withdraw from or who failed a course or courses that are related (e.g. NURS 136, 137 and 138) will be required to repeat all courses in the sequence.

Nursing courses taken more than three years prior to reapplication or prior to transfer application will not be accepted and will need to be repeated.

Students seeking readmission or transfer into the nursing program will be required to submit an acceptable background check.

The Nursing Program Readmission Committee will review applications of students who are seeking readmission into the program. The committee acknowledges the responsibility to readmit students, who in the judgment of the committee, satisfy the requirements of scholarship and professional suitability for nursing. The committee reserves the right to deny readmission based on a history of unprofessional conduct which violates the ANA Code of Ethics.

ASSOCIATE OF APPLIED SCIENCE - NURSING
Mission & Outcomes

Mission: The mission of the nursing program at Western Nevada College is to meet the nursing educational needs of the service area. The program prepares qualified students to function as entry-level registered nurses and transfer to higher degree programs. To accomplish this mission, the curriculum incorporates the National League for Nursing core components of nursing practice that are essential to the work of registered nurses. Graduates are prepared to function in a variety of health care settings, providing culturally sensitive, holistic nursing care to individuals and families across the lifespan. The nursing faculty supports graduate competency in an evolving and complex health care environment by facilitating the students' development of clinical judgment, promoting professional behaviors, and fostering lifelong learning.

Student Learning Outcomes: Students who complete an Associate of Applied Science degree with a major in nursing will be expected to demonstrate the ability to:

- Integrate knowledge derived from the bio/psycho/social sciences, humanities, and nursing to achieve deliberative and competent decision-making that is grounded in evidence based practice to achieve best practice outcomes
- Utilize therapeutic communication skills when interacting with patients and their families
- Communicate and document accurate information about patients in a concise and clear manner
- Collaborate with patients, families and health care personnel to achieve positive patient outcomes
- Utilize information literacy skills to integrate research findings that guide (or lead to) best practice decisions
- Utilize the nursing process in a competent and caring manner to safely meet the bio/psycho/social/cultural and spiritual needs of patients across the lifespan in a variety of health care settings
- Provide care that reflects the ethical values of nursing within professional practice standards and the legal parameters of the profession
- Apply concepts of cultural awareness, cultural sensitivity and respect for persons when working with diverse populations
- Provide and manage care through the efficient and effective use of human, physical, financial, and technical resources to meet patient needs
- Demonstrate accountability (professionalism) through identification of self-learning needs and continued professional development
- Utilize principles of teaching and learning to meet the bio/psycho/social/cultural/spiritual needs of patients and their families

WELDING TECHNOLOGY
Associate of Applied Science Degree

The Welding Technology program is a preparation program which offers students competencies to prepare for code exams. This allows students with varying degrees of competencies to enter the program and progress at their own pace. Students are encouraged to obtain as many lab hours as possible to ensure their skill development. Students may obtain a certificate of achievement or Associate of Applied Science degree through the Welding Technology program.

Salary: $32,770–$54,880 / year (Nevada)
Career Outlook: Slightly slower than average growth
Good To Know: Certification required for many jobs
WNC Academic Division: Technology

Total Requirements: 63 units

Program Requirements		39 Units
DFT 100	Basic Drafting Principles	3
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
WELD 221	Welding II	3
WELD 222	Welding II Practice	2
WELD 231	Welding III	3
WELD 232	Welding III Practice	2
WELD 241	Welding IV	3
WELD 242	Welding IV Practice	2
WELD 250	Welding Certification Preparation	1–12

Program Electives
Choose 4-11 units from the following:

ET 131	DC for Electronics	4
MTT 105	Machine Shop I	3
or WELD 151	Metallurgy I	
WELD 224	Welding Projects	1–6
WELD 290	Internship in Welding	1–4
WELD: Related Welding Courses		1–3

General Education Requirements	24 Units
English/Communications Requirement: *Recommended: BUS 107 & 108;*	
Must include a writing course	6
Human Relations Requirement	
Recommended: BUS 110	3
Humanities/Social Science Requirements	3
Mathematics Requirement	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

WELDING TECHNOLOGY - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
BUS 107	3 ☐	DFT 100	3 ☐
Mathematics Course	3 ☐	Science Course	3 ☐
MTT 105	3 ☐	WELD 231	3 ☐
Science Course	3 ☐	WELD 232	2 ☐
WELD 211	3 ☐	WELD 250	3 ☐
WELD 212	2 ☐	WELD 290	2 ☐
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
BUS 108	3 ☐	BUS 110	3 ☐
Humanities/Social Science		U.S./Nevada Constitutions	3 ☐
Course	3 ☐	WELD 241	3 ☐
WELD 221	3 ☐	WELD 242	2 ☐
WELD 222	2 ☐	WELD 250	3 ☐
WELD 224	3 ☐	WELD 290	2 ☐

ASSOCIATE OF APPLIED SCIENCE - WELDING TECHNOLOGY
Mission & Outcomes

Mission: The mission of the Associate of Applied Science degree in Welding Technology is to provide employment-related knowledge and skills necessary to succeed in the welding field.

Student Learning Outcomes: Students who complete an Associate of Applied Science in Welding Technology will be able to demonstrate:
- knowledge of the subject matter appropriate to the welding technology.

Are able to do the following:
- acquire skills and perform tasks necessary for employment for a career enhancement in the welding field
- present themselves effectively to a potential employer
- effective communication and computation skills appropriate to the welding field
- utilize appropriate resources to remain current in the welding field

American Welding Society
_____Accreditation_____

The Andy Butti Welding Technology Center
is the only accredited testing facility
in northern Nevada.
_____

CAREER DEGREE

Certificate of Achievement
CAREER DEVELOPMENT

For those desiring a shorter course of study, WNC offers certificates of achievement in many occupational areas. Students enrolled in any of these programs will benefit from "hands-on" laboratory experience within their major field. They will enter the job market with specific skills and knowledge useful for employment and advancement. A minimum of 30 units is required for any certificate of achievement, although the exact number of units required may differ with particular subject matter.

All certificates include general education requirements which can be fulfilled from the following list of courses. In some cases, courses may not transfer to other Nevada community colleges and Nevada State College or to other colleges and universities. See a WNC counselor for the latest transfer information. Courses with a number under 100 (such as ENG 095) are not applicable toward a certificate of achievement at WNC.

REQUIREMENTS: 30 total units chosen from the following categories:

ENGLISH/COMMUNICATIONS REQUIREMENTS - 3-6 units.
Must include a writing course
Business: 107, 108
Communication: 101, 102, 113
Criminal Justice: 103
English
Journalism: 201
Reading
Writing Course (Business 108, English 100, 101, 102 or any other 200 level English class.)

HUMAN RELATIONS REQUIREMENT - 1–3 units.
Anthropology: 101, 201
Business: 110, 287
Counseling and Personal Development: 117, 129
Criminal Justice: 270
Early Childhood Education: 121
Human Development & Family Studies: 201, 202
Management: 201, 212, 283
Psychology (except for PSY 210)
Sociology (except for SOC 210)

MATHEMATICS REQUIREMENT - 3 units.
Business: 109
Economics: 261, 262
Mathematics
Psychology: 210
Real Estate: 102
Sociology: 210
Statistics: 152

PROGRAM REQUIREMENTS - Varies by subject.
30 units are required for any certificate of achievement, although the exact number of units required may differ with particular subject matter.

CERTIFICATE OF ACHIEVEMENT - Mission and Outcomes
Mission: The purpose of the Certificate of Achievement is to provide employment-related knowledge and skills.
Student Learning Outcomes: Students who complete a Certificate of Achievement are expected to demonstrate that they:
- know the subject matter appropriate to the emphasis of the certificate.
- are able to do the following:
    - acquire the skills necessary for employment or career enhancement.
    - successfully represent themselves to a potential employer.
    - demonstrate effective communication and computational skills appropriate to the certificate area.
    - utilize appropriate resources for remaining current in the certificate area.
- have developed an appreciation of the importance of social, ethical, legal and diversity issues.

AMERICAN SIGN LANGUAGE
Certificate of Achievement

WNC Academic Division: Communication and Fine Arts

Total Requirements: 30 units

Program Requirements		18 Units
AM 145	American Sign Language I	4
AM 146	American Sign Language II	4
AM 147	American Sign Language III	4
AM 148	American Sign Language IV	4
AM 151	Fingerspelling I	1
AM 152	Fingerspelling II	1

General Education Requirements	12 Units
English/Communications Requirements: *Must include a writing course*	6
Human Relations Requirement	3
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

AUTOMOTIVE MECHANICS
Certificate of Achievement

WNC Academic Division: Technology

Total Requirements: 31 units

Program Requirements		19 Units
AUTO 101	Introduction to General Mechanics	3
AUTO 115	Auto Electricity & Electronics I	4
AUTO 145	Automotive Brakes	4
AUTO 155	Steering & Suspension	4
AUTO 225	Engine Performance I/Fuel & Ignition	4

General Education Requirements	12 Units
English/Communications Requirements: *Must include a writing course*	6
Human Relations Requirement: *Recommended: BUS 110*	1
Mathematics Requirement	3
General Electives	2

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

Automotive Technology
_____National Certification_____

Following an extensive examination of its courses, instructors and facilities, Western has earned a certification from the National Automotive Technicians Education Foundation (NATEF).

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SKILL DEVELOPMENT

BOOKKEEPING
Certificate of Achievement

This course of study is for working professionals and students who wish to advance their career in the bookkeeping profession. Upon successful completion, students will be able to sit for a nationally administered exam given by the American Institute of Professional Bookkeepers. Once a student passes this exam and obtains two years of bookkeeping experience, individuals earn the right to call themselves "Certified Bookkeepers". To maintain certification, individuals are required to obtain 60 hours of continuing education over a three-year period.

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 30-33 units

Program Requirements		**21-24 Units**
ACC 135	Bookkeeping I	3
& ACC 201	Financial Accounting	3
or ACC 201	Financial Accounting	
& ACC 202	Managerial Accounting	
ACC 220	Microcomputer Accounting Systems	3
or ACC 223	Introduction to Quickbooks	
BUS 110	Human Relations For Employment	3
or MGT 201	Principles of Management	
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

Choose 3-6 units from the following:

ACC 105	Taxation For Individuals	3
ACC 180	Payroll & Employee Benefit Accounting	3
ACC 198	Special Topics in Accounting	3
ACC 203	Intermediate Accounting I	3
ACC 220	Microcomputer Accounting Systems	3
ACC 223	Introduction to QuickBooks	3
ACC 261	Governmental Accounting	3
ACC 290	Certified Bookkeeper Course	6
ACC 299	Advanced Special Topics in Accounting	3

General Education Requirements   9 Units

English/Communications Requirements: *Recommended: BUS 107, BUS 108;*
  Must include a writing course   6
Mathematics Requirement: *BUS 109 or higher level mathematics course*   3
A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

BOOKKEEPING - Suggested Course Sequence			
FIRST SEMESTER	**Completed**	**SECOND SEMESTER**	**Completed**
ACC 135 or ACC 201	3 ☐	ACC 201 or ACC 202	3 ☐
BUS 108 or Eng/Comm	3 ☐	ACC 220	3 ☐
BUS 109 or higher math	3 ☐	Accounting Elective	3-6 ☐
BUS 110, MGT 201,		BUS 107 or Eng/Comm	3 ☐
MGT 212 or MGT 283	3 ☐	IS 201	3 ☐
IS 101	3 ☐		

BUSINESS
Certificate of Achievement

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 30 units

Program Requirements		**21 Units**
ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 101	Introduction to Business	3
or MGT 103	Introduction to Small Business Management	
BUS 107*	Business Speech Communications	3
BUS 110	Human Relations For Employment	3
or MGT 212	Leadership & Human Relations	
BUS 112	Customer Service	3
or MKT 261	Introduction to Public Relations	
or MKT 210	Marketing Principles	
IS 101	Introduction to Information Systems	3
or IS 201	Computer Applications	
MGT 201	Principles of Management	3
or MGT 235	Organizational Behavior	

* BUS 107 is strongly recommended; COM 101 or 113 is acceptable in lieu of BUS 107

General Education Requirements   9 Units

English/Communications Requirements: *Recommended: BUS 108;*
  Must be a writing course   3
Mathematics Requirement: *BUS 109 or higher level mathematics course*   3
General Electives   3
A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

BUSINESS - Suggested Course Sequence			
FIRST SEMESTER	**Completed**	**SECOND SEMESTER**	**Completed**
ACC 135 or ACC 201	3 ☐	BUS 108	3 ☐
BUS 101 or MGT 103	3 ☐	BUS 109	3 ☐
BUS 107	3 ☐	BUS 112, MKT 261	
BUS 110 or MGT 212	3 ☐	or MKT 210	3 ☐
IS 101 or IS 201	3 ☐	Elective	3 ☐
		MGT 201 or MGT 235	3 ☐

CERTIFICATE OF BUSINESS - Mission & Outcomes
Mission: The purpose of the Certificate of Achievement in Business is to provide the knowledge and skills necessary to succeed in the business environment.
Student Learning Outcomes: Upon completing the Certificate in Business, students will be able to: Provide employment related knowledge and skills; Know subject matter; understand accounting principles and their importance to the business environment; demonstrate managerial and personal skills; demonstrate oral, written, computational and computer skills; utilize appropriate resources to remain current in their field; appreciate the importance of social, ethical, legal and diversity issues.

COMPUTER TECHNOLOGY
Network Support Technician Certificate of Achievement

WNC Academic Division: Technology

Total Requirements: 33 – 35 units

Program Requirements		26 Units
CIT 161	Essentials of Information Security	3
CIT 263	Introduction To IT Project Management	3
CSCO 120	CCNA Interworking Fundamentals	4
CSCO 121	CCNA Routing Protocols & Concepts	4
CSCO 130	Fundamentals of Wireless LANs	4
CSCO 220	CCNA LAN Switching & Wireless Fundamentals	4
CSCO 221	CCNA WAN Fundamentals	4

General Education Requirements	7–9 Units
English/Communications Requirements: *Must include a writing course*	3
Human Relations Requirement	1–3
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

COMPUTER TECHNOLOGY - NETWORK SUPPORT TECHNICIAN
Suggested Course Sequence

FIRST SEMESTER	Completed	SECOND SEMESTER	Completed
English Course	3 ☐	Human Relations Course	1-3 ☐
Mathematics Course	3 ☐	CIT 161	3 ☐
CIT 263	3 ☐	CSCO 130	4 ☐
CSCO 120	4 ☐	CSCO 220	4 ☐
CSCO 121	4 ☐	CSCO 221	4 ☐

CERTIFICATE OF ACHIEVEMENT - COMPUTER TECHNOLOGY
NETWORK TECHNICIAN - Mission & Outcomes

Mission: The purpose of the Network Support Technician certificate is to provide students with the knowledge and skills needed to succeed in their chosen careers.

Student Learning Outcomes: Students in the Computer Technology Certificate programs are expected to:

Know:
- the compentencies required to successfully pass information technology certification exams.

Are able to:
- demonstrate the skills and competencies required of professionals in the information technology industry in real-world practice.
- communicate effectively and appropriately, in oral and written form, with employees, colleagues and lay people.
- locate, evaluate and properly utilize the tools and resources appropriate to an information technology professional.

Appreciate:
- the need for continuing education and lifelong learning.

COMPUTER TECHNOLOGY
System Administration Technician Certificate of Achievement

WNC Academic Division: Technology

Total Requirements: 33 – 35 units

Program Requirements		26 Units
CIT 161	Essentials of Information Security	3
CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
CIT 213	Microsoft Networking III	4
CIT 214	Microsoft Networking IV	4
CIT 215	Microsoft Networking V	4
or CIT 165	Introduction to Convergence	
or ET 155	Home Technology Convergence	
CIT 263	Introduction to IT Project Management	3

General Education Requirements	7–9 Units
English/Communications Requirements: *Must include a writing course*	3
Human Relations Requirement	1–3
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

COMPUTER TECHNOLOGY - SYSTEM ADMINISTRATION TECHNICIAN
Suggested Course Sequence

FIRST SEMESTER	Completed	SECOND SEMESTER	Completed
English Course	3 ☐	Human Relations Course	1-3 ☐
Mathematics Course	3 ☐	CIT 161	3 ☐
CIT 211	4 ☐	CIT 213	4 ☐
CIT 212	4 ☐	CIT 214	4 ☐
CIT 263	3 ☐	CIT 215	4 ☐

CERTIFICATE OF ACHIEVEMENT - COMPUTER TECHNOLOGY
SYSTEM ADMINISTRATION TECHNICIAN - Mission & Outcomes

Mission: The purpose of the System Administration Technician certificate is to provide students with the knowledge and skills needed to succeed in their chosen careers.

Student Learning Outcomes: Students in the Computer Technology Certificate programs are expected to:

Know:
- the compentencies required to successfully pass information technology certification exams

Are able to:
- demonstrate the skills and competencies required of professionals in the information technology industry in real-world practice
- communicate effectively and appropriately, in oral and written form, with employees, collegues and lay people
- locate, evaluate and properly utilize the tools and resources appropriate to an information technology professional

Appreciate:
- the need for continuing education and lifelong learning

CRIMINAL JUSTICE
9-1-1 Dispatch Telecommunications Certificate of Achievement

The Public Safety Telecommunicator course, commonly called the 9-1-1 Dispatch program, is offered each spring semester in the evenings. Look for CRJ 260 in the WNC class schedule.

The course is designed to train students in the exciting field of emergency 9-1-1 dispatching. Candidates will learn radio communication skills, map reading skills, CPR and first aid, laws, crime classifications, and crisis intervention techniques. Participants will also be required to ride along with police and fire departments and participate in 32 hours at a dispatch center.

Students will attend the 12-unit semester-long program on Monday, Tuesday and Wednesday evenings from 6-10 pm. Each day, before classroom instruction, candidates will spend one hour in the computer lab, working on keyboarding skills. Students will need to attend classes on the final two weekends of the semester for their final exams. Exams will consist of dispatching for the WNC police cadets during their high risk vehicle stops and domestic violence scenarios.

After graduation, candidates will be prepared to apply for jobs at fire departments, police and sheriff's agencies, taxi cab companies, ambulance companies... any place that has dispatching needs.

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 31 – 34 units

Program Requirements		21-22 Units
CRJ 260	911 Dispatch Emergency Telecommunicator Academy	12
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
SPAN 101	Spanish, Conversational I	3-4
or SPAN 111	First Year Spanish I	

General Education Requirements	10–12 Units
English/Communications Requirements: *Must include writing course*	6
Human Relations Requirement	1–3
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

CRIMINAL JUSTICE: 9-1-1 DISPATCH TELECOMMUNICATIONS
Mission & Outcomes

Mission: The Public Safety Telecommunicator course strives to enhance the student's ability to be successful in his or her career, future learning and personal life. The class component objectives are designed to develop lifelong learning habits, improving critical thinking skills, promote cultural diversity and awareness, and enhance communication skills. Department of Public Service continues to respond to and anticipate needs in education and training, to provide a safer, professional and ethical atmosphere within the various criminal justice vocations.

Student Learning Outcomes: Upon completing the 9-1-1 Dispatch Telecommunications Certificate of Achievement program, students will be able to:
- Meet the general education requirements of WNC
- Demonstrate knowledge of computer technology as it pertains to a dispatch center
- Demonstrate the importance of good verbal and written communications
- Demonstrate multi-tasking techniques within the dispatch setting
- Have an acute awareness of cultural diversity
- Demonstrate a professional attitude for dispatchers

CRIMINAL JUSTICE
Law Enforcement/Academy Certificate of Achievement

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 39.5 units

Program Requirements		33.5 Units
CRJ 103	Communication Within the Criminal Justice Field	3
CRJ 266*	Western Nevada State Peace Officer Academy	27
NOTE: CRJ 103 must be taken before attending academy		
EMS 100	Healthcare Provider CPR	0.5
EMS 113	First Responder	3

* Spring and summer class that will fulfill the POST requirement

General Education Requirements	6 Units
English/Communications Requirements: *Recommended: ENG 101*	3
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

CERTIFICATE OF ACHIEVEMENT - CRIMINAL JUSTICE
LAW ENFORCEMENT/ACADEMY - Mission & Outcomes

Mission: The purpose of the Certificate of Achievement in Law Enforcement is to ensure that the students have the necessary knowledge and skills to become a peace officer in the state of Nevada and to take and pass the Peace Officers Standards and Training test.

Student Learning Outcomes:
- Prepare to become a law enforcement officers in the state of Nevada by obtaining all necessary education and skills required by the state of Nevada
- Be properly prepared to take and pass the Police Officers Standards and Training test for the state of Nevada

EARLY CHILDHOOD EDUCATION
Certificate of Achievement

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 30 credits

Subject Requirements		21 Credits
ECE 121	Parent Care Relations	1
ECE 122	Observation Skills	1
ECE 129	Environment For Infant & Toddler	1
ECE 204	Principles of Child Guidance	3
ECE 231	Preschool Practicum: Early Childhood Lab	3
ECE 250	Introduction to Early Childhood Education	3
ECE 251	Curriculum in Early Childhood Education	3
HDFS 201	Life Span Human Development	3

Choose 1-3 credits from related courses in any of the following subject areas:
Early Childhood Education, Psychology, Human Development & Family Studies 3

General Education Requirements	9 Credits
English/Communications Requirements: Recommended: BUS 108; Must include a writing course	6
Mathematics Requirement: Recommended: BUS 109	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

CERTIFICATE OF ACHIEVEMENT - EARLY CHILDHOOD EDUCATION
Mission & Outcomes

Mission: The Early Childhood Education Certificate of Achievement will provide the academic knowledge and skills for employment in a variety of child care settings.

Student Learning Outcomes: Upon completion of the Early Childhood Education certificate program, the student will be able to:

- recognize and organize a physical environment that supports age appropriate development in young children.
- plan and implement activities that meet the psychosocial, physical and cognitive needs of children in a child care setting.
- develop strategies for maintaining a safe and healthy child care environment.

GRAPHIC COMMUNICATIONS
Certificate of Achievement

WNC Academic Division: Communication and Fine Arts

Total Requirements: 30 units

Program Requirements		21 Units
ART 100	Visual Foundations	3
GRC 103	Intro to Computer Graphics	3
GRC 109	Color and Design	3
GRC 144	Electronic Layout and Typography	3
GRC 156	Computer Illustration I	3
GRC 175	Web Design and Publishing I	3
GRC 183	Electronic Imaging	3

General Education Requirements	9 Units
English/Communications Requirements: *writing course required*	3
Human Relations Requirement: *PSY or SOC recommended*	3
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

CERTIFICATE OF ACHIEVEMENT - GRAPHIC COMMUNICATIONS
Mission & Outcomes

Mission: The purpose of the Graphic Communications Certificate of Achievement is to provide basic knowledge and skills necessary to enter the graphic communications field.

Student Learning Outcomes: Graphic Communications certificate program graduates should acquire basic skills and perform tasks necessary for employment or career enhancement.

SKILL DEVELOPMENT

MACHINE TOOL TECHNOLOGY
Certificate of Achievement

WNC Academic Division: Technology

Total Requirements: 30 units

Program Requirements		20 Units
DFT 110	Blueprint Reading For Industry	3
or CONS 120	Blueprint Reading and Specification	
MTT 105	Machine Shop I	3
MTT 106	Machine Shop Practice I	2
MTT 110	Machine Shop II	3
MTT 111	Machine Shop Practice II	2
MTT 230	Computer Numerical Control I	4
Related machine shop courses		3

General Education Requirements	10 Units
English/Communications Requirements: *Recommended: BUS 108;*	
Must include a writing course	6
Human Relations Requirement	1
Mathematics Requirement: *MATH 110 recommended*	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

CERTIFICATE OF ACHIEVEMENT - MACHINE TOOL TECHNOLOGY
Mission & Outcomes

Mission: The mission of the Certificate of Achievement in Machine Tool Technology is to provide the student with the skills and knowledge to succeed in the machining industry.

Student Learning Outcomes: Students who complete an Certificate of Achievement in Machine Tool Technology are expected to:

- know the subject matter appropriate to the Certificate of Achievement in Machine Tool Technology
- use skills and knowledge needed for acquiring employment
- have the confidence needed for seeking employment

RETAIL MANAGEMENT
Certificate of Achievement

Western Nevada College offers a 30-unit Certificate of Achievement in Retail Management to prepare students for a career in the retail business. A retail management career incorporates buying, merchandising, promotion, management, operations, finance and computer applications.

Required classes for the Retail Management Certificate of Achievement are in business and business communications, accounting, information systems, management and marketing, and many serve as a ladder to business degrees. The WNC program provides students an opportunity to earn a relevant certificate, and the classes are also required for associate degrees. Most are also transferable to four-year colleges. The certificate may particularly benefit employees interested in moving up to supervisory and management positions.

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 30 units

Program Requirements		21 Units
ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 110	Human Relations For Employment	3
or BUS 112	Customer Service	
IS 101	Introduction to Information Systems	3
or IS 201	Computer Applications	
MGT 201	Principles of Management	3
or MGT 235	Organizational Behavior	
or MGT 283	Introduction to Human Resources Management	
MGT 212	Leadership & Human Relations	3
MKT 127	Introduction to Retailing	3
MKT 210	Marketing Principles	3

General Education Requirements	9 Units
English/Communications: *Recommended: BUS 107, BUS 108;*	
Must include a writing course	6
Mathematics Requirement: Recommended: BUS 109	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

SKILL DEVELOPMENT

WELDING TECHNOLOGY
Certificate of Achievement

WNC Academic Division: Technology

Total Requirements: 30 units

Program Requirements		18 Units
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
WELD 221	Welding II	3
WELD 222	Welding II Practice	2
WELD 250	Welding Certification Preparation	6
Welding Elective		2

General Education Requirements	12 Units
English/Communications Requirements: *Must include a writing course*	6
Human Relations Requirement: *Recommended: BUS 110*	3
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

SKILL DEVELOPMENT

Certification and licensing preparation programs are designed to prepare students to take state or other certified licensing exams. It is important to note that while these programs prepare students to obtain a certification, WNC does not grant any of these certifications.

Note: While these course programs are designed to prepare students to take a licensing exam, the completion of these courses does not include the actual licensing exam and successful completion of the courses does not guarantee receiving the license or certification.

WNC certification and licensing preparation programs include:.

ALLIED HEALTH

Certified Nursing Assistant

A certified nursing assistant class is offered through the Division of Nursing and Allied Health. The college offers NURS 130 - Nursing Assistant, a six-unit class that prepares students to take the Nevada licensing exam for certification as a nursing assistant.

A Certified Nursing Assistant is an individual who, under the direction of a licensed nurse, typically provides basic nursing care for patients in long-term and acute care institutions. CNAs are educated to assist patients with activities of daily living such as bathing, feeding and dressing, and to help maintain a safe and protective care environment. As they have extensive daily contact with patients, CNAs also play a key role in communicating information/observations to the nurse.

Emergency Medical Services

Emergency Medical Services courses are offered through the Division of Nursing and Allied Health. They include: EMS 100 - Healthcare Provider CPR, EMS 113 - First Responder, EMS 108 - EMT Basic, and EMS 112 - EMT enhanced (Intermediate). EMS courses are offered in a sequential series to prepare individuals with the knowledge and skills to assess and care for patients in an emergency or in an out-of-hospital setting. Completion of selected courses is designed to prepare students to take the National Registry Examination for EMT-Basic and the appropriate Nevada EMS certification examination for EMT Enhanced (Intermediate).

EMS 108 and EMS 112 are designed to meet the National Standard Curriculum published by the United States Department of Transportation, National Highway Traffic Safety Administration.

A background check may be required by some clinical sites prior to the start of clinical experiences. Information about how to meet this requirement will be explained by the course instructor. Drug screening may be required by health care organizations. See the Nursing & Allied Health web site for the process and procedures to follow.

Information 775-445-3296

Laboratory Technician-Phlebotomy

A phlebotomy class (LTE 110), which is offered through the Division of Nursing and Allied Health, is listed in the class schedule under the Laboratory Technician heading. The course provides students with knowledge and skills necessary to perform the collection, identification, and preservation of specimens as applied to venipuncture techniques.

Phlebotomists are trained to collect blood specimens by safely performing skin puncture or venipuncture procedures on patients of all ages. They are required to adhere to strict policies and safety precautions designed to provide patient protection and comfort, and to assure safe handling of specimens throughout the collection process.

NOTE: These courses have mandatory prerequisites. See the Nursing & Allied Health web site for prerequisite information, and for required immunizations, tests, major medical insurance, and CPR certification. This information must be provided to the Nursing & Allied Health Office before permission to enroll in the course is granted. Information regarding how to submit prerequisite information required to qualify for enrollment into these courses is available on the Nursing & Allied Health web site. Students are eligible to register after all required prerequisite information is received by the Nursing & Allied Health Office.

AUTOMOTIVE TECHNOLOGY
Certification and Licensing Preparation

Prepares students for ASE Exams:

AUTO 115	Auto Electricity & Electronics I	4
AUTO 117	Advanced Auto Electronics	4
AUTO 145	Automotive Brakes	4
AUTO 155	Steering & Suspension	4
AUTO 225	Engine Performance I/Fuel & Ignition	4
AUTO 227	Engine Performance II/Emission	4
AUTO 235	Engine Performance III/Diagnostics	4

BOOKKEEPER
Certification and Licensing Preparation

ACC 290	Certified Bookkeepers Course	6

This course of study is for working professionals and students who wish to advance their career in the bookkeeping profession. Upon successful completion, students will be able to sit for a nationally administered exam given by the American Institute of Professional Bookkeepers. Once a student passes this exam and obtains two years of bookkeeping experience, individuals earn the right to call themselves "Certified Bookkeepers." To maintain certification, individuals are required to obtain 60 hours of continuing education over a three-year period.

CISCO TECHNOLOGY (CSCO)
Certification and Licensing Preparation

Western Nevada College is an academy for the Cisco Networking Academy Program, offering programs leading to CCNA and CCNP industry certification. These courses help prepare students for a career working with Cisco networking hardware and equipment.

Course for Cisco and Comp TIA Security+ Exams:

CSCO 230	Fundamentals of Network Security	4

Course for Building Scalable Cisco Internetworks Exam; required course to become a Cisco Certified Network Specialist:

CSCO 280	CCNP Advanced Routing	4

Course for Implementing Secure Coverged Wide Area Networks Exams; required course to become a Cisco Certified Network Specialist:

CSCO 281	CCNP Implementing Secure Coverged Wide Area Networks	4

Course for Multilayer Switching Exams; required course to become a Cisco Certified Network Specialist:

CSCO 282	CCNP Multilayer Switching	4

Additional information, contact:
CISCO Technology,Technology Division
CISCO Technology 112A, 2201 West College Parkway

CompTIA SECURITY+
Certification and Licensing Preparation

CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in: network security: compliance and operational security; threats and vulnerabilities; application, data and host security; access control and identity management; and cryptography.

CIT 161   Essentials of Information Security   3
Online class that provides students an introduction to practical network and computer security, and helps prepare for the Security+ exam.

CONSTRUCTION TECHNOLOGY
Certified Inspector of Structures - State of Nevada

These licensing programs fulfill the minimum course requirements needed for licensure as a certified inspector of structures-residential.

CONS 260	Certified Inspector of Structures-Residential	3
CONS 261	Under Floor Inspections-Certified Inspector	1
CONS 262	Above Floor Inspections-Certified Inspector	2
CONS 263	Supervised Residential Inspections for Certification	4

Information please contact State of Nevada, Real Estate Division, or
Bill Oney 775-445-3353

CRIMINAL JUSTICE

Public Safety Telecommunicator - (9-1-1 Dispatch Training)
WNC offers a 12-unit, semester-long course each spring to prepare individuals to enter the rewarding field of 9-1-1 dispatching. They must be 18 years old, possess a high school diploma or equivalent, and be able to type 40 WPM corrected. Forty hours of internship in a dispatch center is also required.
Information 775-445-4408

Western Nevada State Peace Officer Academy
WNC offers a 30-week, 30.5 unit course of study to prepare students for careers in law enforcement. The academy begins each January and meets all Nevada and POST certification requirements.

Early application is encouraged. Please note that there are two prerequities. Potential students must successfully complete CRJ 103 with a grade of B or better and pass the pre-qualifying physical fitness standards at 80% or better.

Graduates will enhance their employability in attaining positions that require Category I and III peace officer certifications for police and sheriffs, investigators, parole and probation officers, bailiffs and jailers.

Information 775-445-4408
www.wnc.edu/post/

MICROSOFT CERTIFICATION
Certification and Licensing Preparation

Distinguishes individuals with technical expertise, and WNC offers classes that can help prepare students to take the exams.Coursework and hands-on lab exercises are designed to expose students to the theory and operation of the exam objectives, while a student's own background and experience will determine what additional preparation and practice are needed to pass the exam.

Microsoft Certified Technology Specialist (MCTS) - Certification
proves skills on a particular Microsoft technology, such as a Windows operating system. Prepares student for:
CIT 211   Microsoft Certification Technology Specialist (MCTS) Windows Client Exam (currently Windows 7)

Microsoft Certified IT Professional (MCITP)
Certification proves a range of skills and abilities with Microsoft technologies. Prepares student for:
CIT 212   Windows Server 2008 Administrator Exam
CIT 213   Windows Server 2008 Active Directory Exam
CIT 214   Windows Server 2008 Network Infrastructure Exam

TEACHER EDUCATION
Certification and Licensing Preparation

WNC offers introductory courses in teacher education that can transfer to universities or colleges that offer a bachelor's degree in education including the University of Nevada, Reno and/or Nevada State College. These courses offer students a chance to prepare for a career in education. Through a well-established partnership with local schools, field experiences are an integral and early part of all teacher preparation courses. These courses can also be used to gain a substitute license or by paraprofessionals needing to qualify under "No Child Left Behind" legislation.

Students can transfer to NSC and take classes at WNC locations and online to earn a bachelor's degree and certification in elementary education.

They may also transfer to UNR to pursue a bachelor's degree and certification in:

• Elementary Education
• Special Education/Dual (SPED/Elem)
• Secondary Education (Middle/High School)

Information 775-445-4253

WELDING
Certification and Licensing Preparation

Students are introduced to the many welding certifications available by meeting the standards of the American Welding Society codes. Includes instruction on code certification required by the American Petroleum Institute and the American Society of Mechanical Engineers. May be repeated for up to 12 units.

WELD 250   Welding Certification Preparation   6

Information 775-445-3348

SKILL DEVELOPMENT

Special Programs of Study are diverse non-credit courses that may enhance work skills, or provide personal enrichment.

ECONOMIC DEVELOPMENT & CONTINUING EDUCATION PROGRAMS

The college offers a number of programs and services through its Economic Development & Continuing Education division to help WNC students, graduates, employers and the general public. Register/View classes at: **www.campusce.net/wnc** Services include:

Community Education

Community Education offers non-credit, self-supporting, classes that enrich the cultural, social and recreational life of the community.   These may include special interest courses, field trips and workshops.

The department also sponsors College for Kids, an educational enrichment program to challenge youth and offer learning experiences.

Carson City 775-445-4268
Fallon & Rural Centers 775-423-5847
Douglas..775-782-2413

Economic Development Center

The Economic Development Center of Western Nevada College provides educational opportunities and training solutions for business, industries and government or non-profit agencies. Assessment, instruction and evaluation are essential components of WNC's programs. Topics include supervisory training, industrial safety and customer service. Education and training for credit or non-credit can be delivered on-site or at WNC locations.

Carson & Douglas..775-445-4458
Fallon 775-423-5186

www.wnc.edu/ce/edc/

New Driver Training

New drivers can prepare for the challenges of driving (and driver license testing) in the Western Nevada College Driver Education Program. The non-credit course meets for 30 hours of classroom training and is open to students age 15 and over.

Information 775-445-4458

www.wnc.edu/ce/drivereducation/

Truck Driver School

WNC provides individuals the opportunity to obtain a Commercial Driver's License through the WNC Trucking Driving Program, offered in conjunction with Advanced Truck School LLC. Students meet for two weeks of classroom training, followed by two weeks of driving on a skills course and over the road.

Information 775-423-7565 Ext.2224
or 775-423-5186

www.wnc.edu/ce/ats/

Specialty Crop Institute

The Specialty Crop Institute helps foster sustainable small farm agriculture. This innovative program combines classroom and on-farm learning for specialty crop production, outreach to remote and rural farmers, and collaboration with like-minded organizations to provide growers access to resources that increase their chances of success. Diverse short-term seminars and conferences are of-fered in numerous Nevada communities throughout the year.

Information 775-351-2551
E-mail...louhelaa@wnc.edu

www.wnc.edu/ce/sci/

Tip

MANAGE YOUR TIME WISELY...

A 3-credit/unit class requires three hours of in-class time per week (a 4-credit/unit class requires four hours in class per week). For every one hour you spend in class, you should set aside a minimum of two extra hours of study time outside of class (to do the reading, study for tests, etc).

If I take _____ credits/units, then I should expect to spend _____ x 3 = _____ hours per week in class and studying.

Add this number of hours to the number of hours you are working, eating, sleeping, exercising, and socializing...do you have enough hours in the week?

Tip

CHECKLIST FOR SUCCESS...

VETERANS SERVICES

The college maintains an office of Veterans Services on the Carson City campus. Information concerning veterans services is also available through Counseling Services and at WNC's outlying campuses. Persons who are eligible for veterans benefits include: honorably discharged veterans, children of 100 percent service-connected disabled veterans, and the widows and children of veterans who died in service or from service-connected disabilities.

DISABILITY SUPPORT SERVICES (DSS)

Support services for WNC students with disabilities are provided through Counseling Services on the Carson City campus. For effective and timely services, students should submit their requests for assistance at least four weeks in advance.

Disability Services Carson City campus
Bristlecone Building, Room 103
445-3267 & 445-3266
TTY: 445-4489 • trists@wnc.edu

TESTING

Every student planning to register for English or math courses must either take placement tests, submit ACT/SAT scores (no more than two years old), or provide a transcript showing completion of prerequisite courses. Testing assesses a student's current skills in reading, writing and math, and helps students select the appropriate courses.

TRANSFER CENTER/CAREER CENTER

The center provides a variety of services designed to assist transfer from WNC to another college or university as well as provide information regarding career descriptions, job outlook, work settings and preparation necessary to enter specific career fields.. The Transfer Center is available through Counseling Services at WNC campuses.

WESTERN NEVADA COLLEGE

We're here to help make your transition to college easier.

Tip

CHECKLIST FOR SUCCESS...

APPLY FOR FINANCIAL AID
All students are eligible for some type of financial assistance which includes grants, scholarships, loans and part-time employment to assist them in meeting educational expenses. Deadlines are posted on the application.
Application available: www.wnc.edu/scholarships/

COUNSELING
Counselors are available weekdays and some evenings at campus locations to help students plan their academic schedules to ensure understanding of major/graduation requirements and current transfer guidelines. Counselors can also assist students with career exploration, interest testing, and job search techniques, and provide current information about labor markets and educational training requirements.
Information 445-3267